



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121

Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-13722/3184

Dated:-02th March, 2017

MOHAMMAD RUKON UDDIN (C-37274)

Passport No: BL 0870047

Senior Officer (Manager)

Sonali Bank Limited

Lepsia Branch

Netrakona

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড প্রশাসন কার্যালয়, ঢাকা তারিখ: ০২/০৩/১৭ এজি.এম.-১/২/১. এস.এস.এ
১. উপস্থাপন করছেন
২. আলাপ করছেন
৩. দ্রুত জবাব দিচ্ছে
৪. নথিভুক্ত করছেন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

২৯৩৩

Mr. Rukon Uddin
29/3/17

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/historical places in India under the following terms and conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. It has a reference to their letter no. 614 dated the 16th February, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Netrakona.
04. Manager, Sonali Bank Limited, Lepsia Branch, Netrakona. They are requested to send his joining report after availment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/ Master Copy/Email Copy


MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.34)
Sonali Bank Limited
Head Office, Dhaka.