



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-18415/3190

Dated:-05th March, 2017

CHANDANA RANI SEN (C-42159)
Passport No: OC 2141666
Principal Officer (Newly Promoted)
Sonali Bank Limited
General Manager's Office
Faridpur

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| ইনফরমেশন টেকনোলজি ডিভিশন |
| সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা |
| তারিখ: 05/03/2017 |
| এজি-এস/১/২/ এসএসএ |
| ১. উপস্থাপন করুন |
| ২. আয়োজন করুন |
| ৩. ফ্রন্ট জবাব দিন |
| ৪. নথিভুক্ত করুন |
| ৫. যয়োজনীয় পদক্ষেপ নিন |
| ৬.দিনের মধ্যে সম্পাদন করুন |
| ডেপুটি জেনারেল ম্যানেজার |

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Mr. Faruk

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, Faridpur 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 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, Faridpur. It has a reference to their letter no.821 dated the 16th February, 2017. They are requested to send her joining report after availment of leave.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
04. Immigration Officer, All Land Ports, Bangladesh.
05. Personal File/Office Copy/Master Copy/E-Mail Copy

MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3M)
Sonali Bank Limited
Head Office, Dhaka.