



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
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৩৯৯৬

No. PMD/SEC-4/PF- 17551/3002

Md Shahjahan Ali Mrida
Officer (G-30260).
Passport No: BM 0476859
Sonali Bank Limited
Rupgonj Branch
Narail.

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা তারিখ: ০৫/৩/১৭ নম্বর:..... এজিএম-১/২/ এসএসএ ১. উপস্থাপন করুন ২. আন্যায় করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন ডেপুটি জেনারেল ম্যানেজার
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Dated: 05 March, 2017

Mr. Sirajul Islam

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the holy & historical Places in India.

Dear Sir,

Reference letter no. 435 dated the 25th January, 2017 of General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy & historical places in India under the following terms and conditions:

Conditions:

1. You will 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 leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Narail.
4. Manager, Sonali Bank Limited, Rupgonj Branch, Narail.
5. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
6. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Mr. Sirajul Islam
Assistant General Manager

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