



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

২৭৭৭

No. PMD/SEC-4/PF- 16512/3267

Dated: 05 March, 2017

Sudip Roy
Officer(C-43221)
Passport No: BL 0815664
Sonali Bank Limited
Principal Office
Madaripur.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ০৫/৩/১৭

এজিএম-১/২/ এসএসএ

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি মেনেজার ম্যানেজার

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

Dear Sir,

Reference letter no. 521 dated the 31st January, 2017 of General Manager's Office, Faridpur on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Faridpur 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 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, Faridpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Madaripur.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Personal File / Master Copy.

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