



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
Phone: 88-02-9551121  
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১৭৫০

No. PMD/SEC-4/PF- 21052/3268

Dated: 05 March, 2017

Md Arman Mahmud  
Officer(G-32685)  
Passport No: OC 2133906  
Sonali Bank Limited  
General Manager's Office  
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০৫/৩/১৭ নম্বর: ১৭৫০  
এজিএম-১/২/এসএসএ  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

১৭৫০

Mr. Arman Mahmud

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

Dear Sir,

Reference letter no. 290 dated the 04<sup>th</sup> January, 2017 of General Manager's Office, Chittagong on the captioned subject.

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

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