



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

১৯৮৮

সংক্রমণ টিকনোদ্বি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১২/৩ মার্চ
ক্রমিক নং: ৩/১/এনএমএ
১. উপস্থাপন করুন
২. আদায় করুন
৩. ফ্রুট জবাব দিন
৪. পিচিডক করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্মত করুন
ডেপুটি মেনেজার ম্যানেজার

No. PMD/SEC-4/PF- 14162/3276

Dated: 09 March, 2017

Harichand Bairagi
Senior Officer (C-37441).
Passport No: OC 1076572
Sonali Bank Limited
Khulna Corp. Branch
Khulna.

Mr. Santhor
১২/৩

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. 350 dated the 22th 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. Deputy General Manager, Sonali Bank Limited, Khulna Corp. Branch, Khulna.
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.34)
Sonali Bank Limited
Head Office, Dhaka.