



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

No. PMD/SEC-4/PF- 16157/3275

Anour Al Faysol
Officer (C-41348).
Passport No: OC 0177278
Sonali Bank Limited
Barmi Bazar Branch
Gazipur.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড-এখন কার্যালয়, ঢাকা
তারিখ: ০২/০৩/১৭
এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আবেদন করুন
৩. প্রাপ্ত জবাব-দিন
৪. পরিশোধ করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজার ম্যানেজার

Dated: 09 March, 2017

Mr. Faruk
RB

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. 788 dated the 19th February, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, 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, Dhaka-1.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Gazipur.
4. Manager, Sonali Bank Limited, Barmi Bazar Branch, Gazipur.
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.

Assistant General Manager

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