



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Personnel Management Division

Staff Management Department(Sec-6)

E-Mail : dgmpmd@sonalibank.com.bd

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NO.PMD/SMD/SEC-6/PF(AOG-2(Cash)-8258/3530

Dated : 09-03-2017

MOHAMMAD HASAN MAHAMUD CHOWDHURY(C-3931)

(Passport No - OC-1001879)

Assistant Officer Grade-2 (Cash)

Sonali Bank Limited

Principal Office

Comilla.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৯/০৩/১৭ মন্বর
প্রতিবেদন: ১/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. সন্তোষজনক দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
স্বাক্ষর: মোহাম্মদ মাহমুদ চৌধুরী

2017/0

Mr. Hasan
11.3

Dear Sir,

Sub: Sanction of 30(thirty)days leave(outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no.1071 dated 27 February, 2017 of Sonali Bank Limited, General Manager's Office, Comilla on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Comilla, the authority has sanction you 30(thirty) days leave (outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms & conditions.

Conditions:

- (01) You will have to bear all expenses of the visit There will be no financial involvement of Sonali Bank Ltd./Govt. of Bangladesh.
- (02) This sanctioned leave will be treated as "leave-outside Bangladesh".
- (03) **Over staying is strictly prohibited.**
- (04) This sanctioned letter will remain valid for 03(three) months from the date of sanctioning.

Yours faithfully,

Sd/-

(Parimal Bandu Basak)

Assistant General Manager

01. General Manager, Sonali Bank Limited, General Manager's Office, Comilla. It has a reference to their letter no. 1071, dated 27-02-2017.

1106

02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave(outside Bangladesh) sanction letter in the Bank's website.

03. Immigration Officer, Hazrat Shajalal (Rh.) International Airport, Dhaka./All Land Ports, Bangladesh

04. Personal File.

Parimal Bandu Basak

Assistant General Manager

Parimal Bandu Basak

Asst. General Manager

Personnel Management Division

Sonali Bank Limited

Head Office, Dhaka