



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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2099

No. PMD/SEC-4/PF- 16938/3404

NASRIN PERVEN
Officer (C-40368).
Passport No: OC 6118217
Sonali Bank Limited
Krishi Bhaban Branch
Dhaka.

ইনফরমেশন টেকনোলজি বিভাগে
সোনালী ব্যাংক লিমিটেড
তারিখ: ১৩/৩/২০১৭
এজিএম-১/২/১৭
১. উপস্থাপন করুন
২. সম্মতি করুন
৩. দুই সপ্তাহের দিন
৪. পথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজার

Dated: 13 March, 2017

Subject: Sanction of 05 (Five) days leave (Outside Bangladesh) with full pay to visit the holy & historical Places in Nepal.

Dear Sir,

Reference letter no. 988 dated the 28th February, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 05 (Five) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy & historical places in Nepal 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-2.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Assistant General Manager, Sonali Bank Limited, Krishi Bhaban Branch, Dhaka.
7. Personal File / Master Copy.


Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.4/4)
Sonali Bank Limited
Head Office, Dhaka.