



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/PO-7959 / 3628

Dated : 13 March, 2017

Mr. Mohammad Asaduzzaman
Principal Officer
(Passport No. OC 9037296)
Sonali Bank Limited
Principal Office
Naogaon.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৩/৩/১৭, নম্বর: ৩৬২৮
প্রজ্ঞাপন-১/১/১৭, এসএসএ
১. উপস্থাপন করুন
২. আত্মপ করুন
৩. দ্রুত জবাব দিন
৪. মর্মেত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি মেনেজার

2096

Mr. Asaduzzaman

Subject : Sanction of 25 (Twenty five) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Mohammad Asaduzzaman (G-19276), Principal Officer, Sonali Bank Limited, Principal Office, Naogaon.

Dear Sir,

Reference letter No. 737 dated the 13th February, 2017 of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 25 (Twenty five) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India for religious purpose under the following terms & conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Parimal Bandu Basak)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
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. Deputy General Manager, Sonali Bank Limited, Principal Office, Naogaon. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.

Parimal Bandu Basak
Asst. General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka