



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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No. PMD/SEC-4/PF- 16772/3822

KOHINOOR BEGUM
Officer (C-43501).
Passport No: OC 4158468
Sonali Bank Limited
Modhupur Branch
Tangail.

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সোনালী ব্যাংক লিমিটেড

পার্সোনেল ম্যানেজমেন্ট ডিভিশন

সেকশন-৪

তারিখ: ১৪/০৩/২০১৭

স্বাক্ষর: [Signature]

১৪/৩

Dated: 14 March, 2017

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit the historical Places in India.

Dear Sir,

Reference letter no. 792 dated the 28th February, 2017 of General Manager's Office, Mymensingh on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 10 (Ten) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the 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, Mymensingh.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Tangail.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Manager, Sonali Bank Limited, Modhupur Branch, Tangail.
7. Personal File / Master Copy.

Assistant General Manager

MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.