



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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২৪৬০

No. PMD/SEC-4/PF- 17436/3403

Dated: 13 March, 2017

Md. Abu Taher
Officer (G-29398).
Passport No: BM 0688346
Sonali Bank Limited
Principal Office
Sirajganj.

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Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit the holy & historical Places in India.

Dear Sir,

Reference letter no. 819 dated the 19th February, 2017 of General Manager's Office, Rajshahi on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 20 (Twenty) 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,

(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Sirajganj.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Personal File / Master Copy.

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