



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-8505 / 3981

Dated : 16 March, 2017

Mr. Md. Shafiqur Rahman  
Officer Cash  
(Passport No. BM 0639496)  
Sonali Bank Limited  
Savar Cantonment Branch  
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রকৌশল অফিস, ঢাকা  
তারিখ: ১৬/৩/১৭  
এজিএম-১/সি/এসএসএ  
১. উপস্থাপন করুন  
২. আদ্যক্ষপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

২২৬০

Dr. Pantho  
১৬/৩/১৭

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India :  
Mr. Md. Shafiqur Rahman (G-28554), Officer Cash, Sonali Bank Limited, Savar  
Cantonment Branch, Dhaka.**

Dear Sir,

Reference letter No. 1008 dated the 28<sup>th</sup> February, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) 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/-

(Abdul Awal Bhuiyan)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

- 01 General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
- 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, Mirpur. **Please send the joining report of the related officer specifying the date of leave availment .**
- 04 Manager, Sonali Bank Limited, Savar Cantonment Branch, Dhaka.
- 05 Immigration Officer, All Airport, All Landport, Bangladesh.
- 06 Personal File.

  
Assistant General Manager.