



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/SOC-7991 / 4188

Dated : 20 March, 2017

Mr. Md. Joynal Abedin
(Passport No. BL 0460910)
Senior Officer Cash
Sonal Bank Limited
Khatungonj Branch
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০/৩/১৭ নম্বর: ২০১৭
এজিএম-১/২/ এনএসএ
১. উপস্থাপন করুন
২. আবেদন করুন
৩. দ্রুত সন্মতি দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজ্য ক্ষেত্রে পাসপোর্ট নিন
৬. বিয়ের সংক্রান্ত মর্মান্বিত করুন
ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Md. Joynal Abedin (G-23192), Senior Officer Cash, Sonali Bank Limited, Khatungonj Branch, Chittagong.

Dear Sir,

Reference letter No. 1232 dated the 02th March, 2017 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) form the date of 22.03.17 to 05.04.17 or form the date of availment with a permission to visit Azmir Sharif 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, Chittagong.
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, Chittagong-North. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Assistant General Manager, Sonali Bank Limited, Khatungonj Branch, Chittagong.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.