



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-13707/4075

Dated:-21<sup>th</sup> March, 2017

SHAILA AKTER (C-36894)  
Passport No: BK 0375178  
Senior Officer  
Information Technology Division-2  
Sonali Bank Limited  
Head Office  
Dhaka

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ২১/৩/১৭ নম্বর: ২৪৪০  
এজিএম-১/২/এসএসএ  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নাথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ..... দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Malaysia**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the conspicuous places in Malaysia under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no.460 dated the 9<sup>th</sup> March, 2017. They are requested to send her joining report after availment of leave..
02. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
03. Immigration Officer, All Land Ports, Bangladesh.
04. Personal File/Office Copy/ Master Copy/E -Mail Copy

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