



সোনালী ব্যাংক লিমিটেড

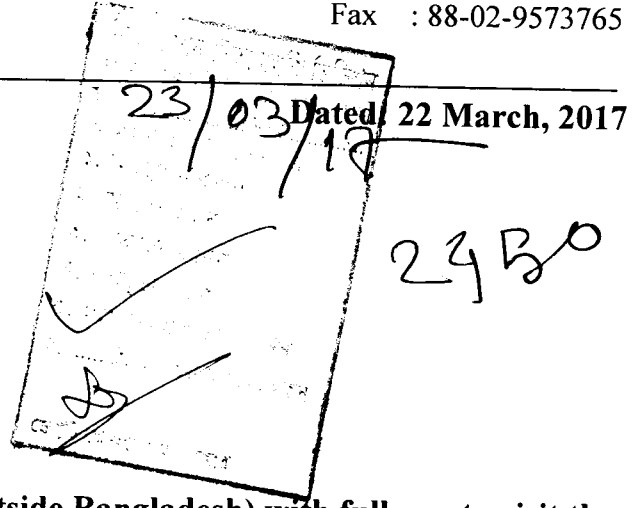
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 16238/4106

Md. Saiful Islam
Senior Officer (C-40102).
Passport No: BN 0392336
Sonal Bank Limited
Pangsha Branch
Rajbari.



Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit the holy & historical Places in India.

Dear Sir,

Reference letter no. 1262 dated the 14th March, 2017 of General Manager's Office, Faridpur on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 30(Thirty) 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

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, Faridpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari.
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, Pangsha Branch, Rajbari.
7. Personal File / Master Copy.

Assistant General Manager

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