



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-18192/4786

Dated:-2<sup>nd</sup> April, 2017

MD.SHAHED AHMED CHOWDHURY (C-42239)

Passport No: BN 0467887

Principal Officer (Manager)

Sonali Bank Limited

Court Road Branch

Moulvibazar.

ইনফরমেশন টেকনোলজি ডিভিশন
সর্বকর্তার কার্যক্রম, প্রধান কার্যালয়, ঢাকা
তারিখ: ৪/৪/১৭
এজিএন-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলোচনা করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত 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 India**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Sylhet the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/conspicuous places in India 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. General Manager, Sonali Bank Limited, General Manager's Office, Sylhet. It has a reference to their letter no.1015 dated the 12<sup>th</sup> March, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Moulvibazar.
04. Manager, Sonali Bank Limited, Court Road branch, Moulvibazar. They are requested to send his joining report after availment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports/ All other International Airports of Bangladesh.
07. Personal File/Office Copy/ Master Copy/Email Copy

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