



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/OC-11886 / 5012

Dated : 04 April, 2017

Mr. Md. Rafiqul Islam
Officer Cash
(Passport No. BM 0810572)
Sonali Bank Limited
Jamalpur Branch
Jamalpur.

ইতিমধ্যেই প্রেরণ করা হয়েছে
স্বাক্ষরিত, প্রকৃত স্বাক্ষর, তারিখ:
০৪/৪/১৭
০৪/০৪/১৭
১. উপস্থাপন করেন
২. প্রত্যয়ন করেন
৩. প্রকৃত স্বাক্ষর দিন
৪. স্বাক্ষর করেন
৫. প্রকৃত স্বাক্ষর দিন
৬. নিম্নের মধ্যে যেকোন একটি
ডেপুটি ম্যানেজার ম্যানেজার

২৫/৭

Mr. Rafiqul Islam
AGM

Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Md. Rafiqul Islam (G-33604), Officer Cash, Sonali Bank Limited, Jamalpur Branch, Jamalpur.

Dear Sir,

Reference letter No. 832 dated the 2nd March, 2017 of General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 25 (Twenty Five) 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 Manager.

Copy forwarded for kind information & necessary action :

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


Assistant General Manager.