



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Personnel Management Division

Staff Management Department(Sec-6)

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NO.PMD/SMD/SEC-6/PF-AOG-2(Cash)-8252/5160

Date : 06-04-2017

MOHAMMAD ABDUL AWAL (C-40743)

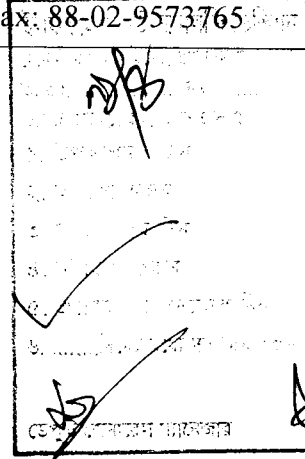
(Passport No.: BM-0502157)

Assistant Officer Grade-2 (Cash)

Sonali Bank Limited

Rajshahi Railway Complex Branch

Rajshahi.



Sub: Sanction of 45(Forty Five) days leave(Outside Bangladesh) with full pay to visit the spectacular places & meet with her daughter resided in the U.S.A.

Dear Sir,

Reference may please be made to the letter no.768 & 1456 dated 16 February, 2017 & 23 March, 2017 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned you 45(Forty Five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the spectacular places & meet with her daughter resided in the United States of America under the following terms & conditions.

Conditions:

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Ltd./Govt. of Bangladesh.
02. This sanctioned leave will be treated as "**Leave-outside Bangladesh**".
- 03.**Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(three)months from the date of sanctioning.

Yours faithfully,

Sd/-

(Parimal Bandu Basak)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi. It has a reference to their letter no. 768 & 1456 dated 16 February, 2017 & 23 March, 2017.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
04. The Manager, Sonali Bank Limited, Rajshahi Railway Complex Branch, Rajshahi.
05. Immigration Officer, All International Airports, Bangladesh.
06. Personal File.

Assistant General Manager

Parimal Bandu Basak
Ass't General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka