



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/SOC-9303 / 5343

Dated : 10 April, 2017

Begum Sonali  
Senior Officer Cash  
(Passport No. OC 2134499)  
Sonali Bank Limited  
Postagola Branch  
Dhaka.

ইনকয়েরমেন্ট টি সোনালী ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ১০/৪/১৭ নম্বর: ১২৬৪  
এজিএম-১/২/এসএনএ

- উপস্থাপন করুন
- অনুমতি করুন
- ক্রম জবাব দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
- .....দিনের মধ্যে সম্পাদন করুন

চেপটি সেনাপ্রমোদ ম্যানেজার

১২৬৪

As. Partha  
12/4

**Subject :** Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India : Begum Sonali (C-39395), Senior Officer Cash, Sonali Bank Limited, Postagola Branch, Dhaka.

Dear Sir,

Reference letter No. 1276 dated the 23<sup>rd</sup> March, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) 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, Dhaka-1.
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, Sadarghat, Dhaka. Please send the joining report of the related officer specifying the date of leave availment .
04. Manager, Sonali Bank Limited, Postagola Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.