



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
e-mail: sbl.pmd4@gmail.com

No. PMD/SEC-4/PF- 20748/5355

Dated: 12 April, 2017

Md Hamidur Rahman
Officer(G-27443)
Passport No: BN 0307399
Sonali Bank Limited
Churain Branch
Dhaka.

১. উদ্দেশ্য বর্ণনা	
২. তারিখ	১৬/৪
৩. প্রাপ্য পদ	
৪. মনোনীত কর্মকর্তা	
৫. স্বাক্ষরিত পত্রসংখ্যা	
৬.দিনের মত বর্ণনা করা	

ডেপুটি ম্যানেজিং ম্যানেজার

২০১৭

Dr. Sirajul Islam

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the holy Places & meet with his relatives in India .

Dear Sir,

Reference letter no. 1039 dated the 08th March, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy Places & meet with his relatives 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, Dhaka-1.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Sadarghat, Dhaka.
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, Churain Branch, Dhaka.
7. Personal File / Master Copy.

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