



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-13265/6135

Dated:-19th April, 2017

SAYED MORTAZA ALI (G-32013)

Passport No:OC 2096032

Principal Officer

Sonali Bank Limited

Natore Branch

Natore.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৯/৪/১৭
ক্রিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. স্বাক্ষর করুন
৩. প্রাপ্তি তারিখ দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সমাপ্ত করুন
ডেপুটি জেনারেল ম্যানেজার

০২৬৫

Ch. Pantha

Subject : Sanction of 30 (Thirty) 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 Rajshahi the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/historical 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, Rajshahi. It has a reference to their letter no.106 dated the 17th April, 2017.
- ✓ 02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Natore.
04. Assistant General Manager, Sonali Bank Limited, Natore Branch, Natore. 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 Aitports 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.