



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

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No. PMD/SEC-4/PF- 20091/5979

Sonia Sultana
Officer(C-44585)
Passport No: OC 9127829
Sonali Bank Limited
Baridhara Branch
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা তারিখ: ০৩/৪/১৭ নম্বর:..... এফিএম-১/২/ এসএসএ ১. উপস্থাপন করুন ২. স্বাক্ষর করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন ডেপুটি জেনারেল ম্যানেজার

Dated: 20 April, 2017

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay to accompany with your father for medical purpose in India.

Dear Sir,

Reference letter no. 1691 dated the 17th April, 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 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to accompany with your father for medical purpose 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, Bangabondhu Avenue, 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, Baridhara Branch, Dhaka.
7. Personal File / Master Copy .

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