



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
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No.PMD/SEC-3/PF/PO-13603/6566

Dated:-23th April ,2017

SAZIA ANJUM (C-37194)
Passport No: BM 0393125
Senior Officer
Sonali Bank Limited
General Manager's Office
Khulna

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 28/8/17
এজিএম-১/২/ এসএসএ
১. উপস্থাপন কার্যক্রম
২. আনুষ্ঠানিক কার্যক্রম
৩. প্রাপ্ত তথ্যাদি দিন
৪. নথিভুক্ত কার্যক্রম
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি সিনিয়র ম্যানেজার

৩২৫৫

Mr. Faruk
28/8/17

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, Khulna 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, Khulna. It has a reference to their letter no.1461 dated the 5th April, 2017. They are requested to send her joining report after availment of leave.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
04. Immigration Officer, All Land Ports, Bangladesh / All other International Airports of Bangladesh.
05. Personal File/Office Copy/ Master Copy/E-mail Copy

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

Normal Letter International Leave advise