



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-19795/6567

Dated:-19th April, 2017

SURESH BISWAS (C-38227)

Passport No:BN 0204875

Senior Officer (IT)

Sonali Bank Limited

Gopalganj Branch

Gopalganj.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 28/4/17 নং:.....
এডিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. আনু্যাপ করুন
৩. ক্রমত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি মেনেজার

৩৩২৪

M. Farukh
28/4/17

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, Fardipur 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, Faridpur. It has a reference to their letter no.1611 dated the 09th April, 2017.
- ✓ 02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Gopalganj.
04. Manager, Sonali Bank Limited, Gopalganj Branch, Gopalganj. 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 Airports of Bangladesh.
07. Personal File/Office Copy/ Master Copy/Email Copy

Md. Sirajul Islam
Assistant General Manager
Personnel Management Division (Sec.34)
Sonali Bank Limited
Head Office, Dhaka.