



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000

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Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-13979)/

FARJANA HAQUE (C-36625)

(Passport No-OC 4088583),

Senior Principal Officer,

Marketing and Development Division,

Sonali Bank Limited,

Head Office, Dhaka,

Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
সি.ই. নম্বর: ২০১৮
প্রজ্ঞাপন-১/২/১, এসএসএ
১. উপস্থাপন করণ
২. মতামত করণ
৩. মন্তব্য চাবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিম
৬.দিনের মধ্যে সমাপন করণ
ডেপুটি ম্যানেজার

Dated : 25 April, 20

Subject : Sanction of 11 (Eleven) days leave (Outside Bangladesh) with full pay to visit in Thailand.

Dear Sir,

Reference letter No. 408 dated the 19 April, 2017 of Marketing and Development Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Marketing and Development Division the authority has sanctioned 11 (Eleven) days leave (outside Bangladesh) with full pay from 10-05-2017 or from the date of availing with a permission to visit in Thailand under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

1. Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
3. Deputy General Manager, Marketing and Development Division, Sonali Bank Limited, Head Office, Dhaka.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka