



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/SO-19795/6808

Dated:-27th April, 2017

MD.SAZZAD HOSSAIN (C-44065)
 Passport No: BL 0700750
 Senior Officer
 Information Technology Division-2
 Sonali Bank Limited
 Head Office,Dhaka

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| ১. উদ্দেশ্যের কারণ |
| ২. প্রাপ্য ছুটি |
| ৩. ছুটির সময় |
| ৪. ছুটির স্থান |
| ৫. প্রয়োজনীয় পত্রাদান |
| ৬. দিনের মধ্যে সম্পাদন করুন |

ডেপুটি সিনিয়র ম্যানেজার

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Handwritten signature and date
 27/4/17

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India & Thailand.

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the conspicuous places in India & Thailand under the following terms and conditions :

Conditions :

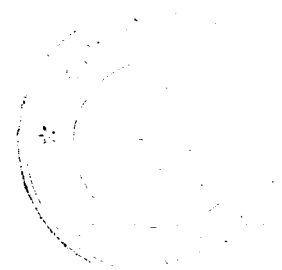
- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter 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. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no. 755 dated the 16th April, 2017. They are requested to send his joining report after availment of leave.
02. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh
03. Immigration Officer, All Land Ports, Bangladesh/All other International Airports of Bangladesh
04. Personal File/Office Copy/Master Copy/E-mail Copy

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



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