



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
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Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-19444)/6694

MST ISRAT JAHAN (G-36177)
(Passport No-OC 2059862),
Principal Officer,
Legal Matters Division,
Sonali Bank Limited,
Head Office, Dhaka,
Bangladesh.

১. উপস্থাপন কার্যক্রম	
২. সমালোচনা কার্যক্রম	
৩. তুলনামূলক বিশ্লেষণ	
৪. নথিভুক্তি কার্যক্রম	
৫. প্রস্তুতকারী পদক্ষেপ নিন	
৬.দিনের মধ্যে সম্পাদনা করুন	
ডেপুটি সিনিয়র ম্যানেজার	

Dated : 04 May, 2017

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India & Bhutan.

Dear Sir,

Reference letter No. 912 dated the 24 April, 2017 of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Legal Matters Division the authority has sanctioned 10 (Ten) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India & Bhutan 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:-

- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 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.
- Deputy General Manager, Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

6694(2)

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