সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

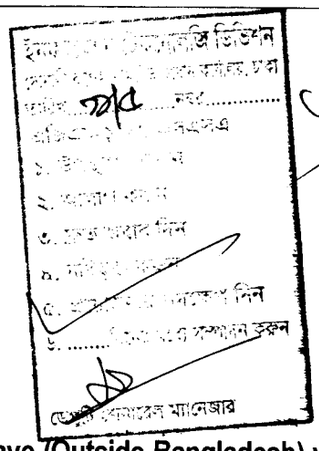
PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-10451/ 7305

Dated : 09 May, 2017

Mr. Muhammad Ariful Islam
Officer Cash
(Passport No. BM-0280316)
Sonali Bank Limited
Pakundia Branch
Kishoreganj.



Subject : **Sanction of 31 (thirty One) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Muhammad Ariful Islam (C-42584), Officer Cash, Sonali Bank Limited, Pakundia Branch, Kishoreganj.**

Dear Sir,

Reference letter No. 1503 dated the 11th April, 2017 of General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 31 (Thirty One) days full pay leave (Outside Bangladesh) from the date of 09.07.2017 to 08.08.2017 or from the date of availment with a permission to visit India for the purpose of his son's treatment under the following terms & conditions :

Conditions :

01) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
02) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
03) Over staying is strictly prohibited.
04) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Abdul Awal Bhuiyan)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Kishoreganj. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Pakundia Branch, Kishoreganj.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.

Normal Letter (English)