



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel  
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No. PMD/SEC-4/PF- 16710/7161

ইনস্ট্রাকশন
১. উপস্থাপিত পত্র
২. মতামত প্রকাশ
৩. প্রাপ্য পদে নিয়োগ
৪. অতিরিক্ত পদে নিয়োগ
৫. প্রয়োজনীয় পদক্ষেপ নিয়োগ
৬. বিচার মতো ব্যবস্থা গ্রহণ
ডেপুটি ম্যানেজিং ম্যানেজার

Dated: 11 May, 2017

Nirjharendra Roy  
Officer (C-39757)  
Passport No: OC 7119486  
Sonali Bank Limited  
Dinajpur Corp. Branch  
Dinajpur.

0600  
Mr. Nirjhar Roy  
14.5.17

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit the holy Places in India.

Dear Sir,

Reference letter no. 2516 dated the 06<sup>th</sup> April, 2017 of General Manager's Office, Rangpur on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Rangpur, the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places in India under the following terms and conditions:

Conditions:

1. You will 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 leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully,

Sd/-  
( Md. Sirajul Islam)  
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports /All Other International Airports, Bangladesh.
6. Assistant General Manager, Sonali Bank Limited, Dinajpur Corp. Branch, Dinajpur.
7. Personal File / Master Copy .

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