



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel  
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No. PMD/SEC-4/PF- 21043/7567

Dated: 15 May, 2017

Md Ekramul Hoque  
Officer (G-34691).  
Passport No: OC 6047296  
Sonali Bank Limited  
Principal Office  
Ramna.

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Mr. Sirajul Islam  
18/5

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the spectacular places in India.**

Dear Sir,

Reference letter no. 1482 dated the 23<sup>rd</sup> March, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the spectacular places in India 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 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, Dhaka-2.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Ramna.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Personal File / Master Copy.

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