

No: SBL/Tala/PF-20869/

Dated- 17.07.2018

Sarder Abdul Ahad

Officer

Index No-G 31665

Passport No-OC7118465

Sonali Bank Limited

Tala Branch, Satkhira

ইনফরমেশন টেকনোলজি ডিভিশন/সিইভিএন অফিস
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 25.07.2018
এজিএম-1/2/3, এসপিও/সি, প্রোগ্রামার/সি, ইটিএ (সফটওয়্যার)

- উপস্থাপন করুন
- আলাপ করুন
- দ্রুত জবাব দিন
- স্বাক্ষর করুন
- প্রয়োজনীয় পদক্ষেপ দিন
-দিনের মধ্যে সম্পাদনা করুন

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction Of 15 (Fifteen) days leave (out side Bangladesh) with full pay to visit in India for medical purpose.

Dear Sir,

Considering your application on the captioned subject we sanction 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date 21.07.2018 to 04.08.2018 with the permission to visit in India for medical purpose under following terms and conditions: This leave is already approved by our Head Office, Human Resource Management Division (Section-4) Ref No: HRMD/SEC-4/PF-20869/7579 Dated 31.05.2018

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 at all.

Yours faithfully

Manager

Copy forwarded for kind information and necessary action:

- 1) General Manager, Sonali Bank Limited, General Manager's office, Khulna.
- 2) Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office Dhaka,
- 3) Deputy General Manager, Sonali Bank Limited, Principal Office Satkhira.
- 4) Immigration Officer, Hazrat Shahjalal (RH.) International Airport, Dhaka Bangladesh.
- 5) Immigration Officer, All Land Port/ All Other International Airport, Bangladesh.
- 6) PERSONAL File/ Master Copy.

Manager