



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/O-21723/11670

Dated : 18 September, 2016

Begum Sharmin Hossain (C-45011)
Passport No: OC 3151930
Senior Officer
Sonal Bank Limited
Local Office
Dhaka.

১. উপস্থাপন কামান
২. স্বাক্ষর কামান
৩. প্রাপ্ত জবাব দিন
৪. নথিভুক্ত কামান
৫. প্রয়োজনীয় পত্রাদেশ দিন
৬. ... কামান

৬৩৮৬
Mr. Faruk
2016

Subject : **Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full Pay to visit in Singapore.**

Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager, Sonali Bank Limited, Local Office, Dhaka dated 29th August, 2016 the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from 09-10-2016 or from the date of availment with a permission to visit Singapore 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 period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Sirajul Islam)

Assistant General Manager

Copy forwarded for kind information & Necessary action:

01. Deputy General Manager(Establishment Dept.), Sonali Bank Limited,Local Office, Dhaka. It has a refer to your letter no. 2005 dated 29th August, 2016. They are requested to send her Joining report after availment of leave.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
04. Personal File/Office Copy/Master Copy.

Assistant General Manager

