



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/SO-17949/11669

Dated : 18 September, 2016

Miss. Ela Rahaman (C-41629)  
Passport No. OC 7056631  
Senior Officer  
Sonali Bank Limited  
Hotel Sheraton Corporate Branch  
Dhaka.

ইনকম্প্লিট টেকনিক্যালি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, মোতিহেল, ঢাকা  
তারিখ: ১৮/০৯/১৬  
এক্সেস-১/২, এসএসএ

১. উপস্থাপন করান
২. জরুরি করান
৩. প্রাপ্ত জরুরি পিন
৪. নথিভুক্ত করান
৫. প্রয়োজনীয় পলিসি
৬. সনদ প্রদান

Mr. Lant

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager, Sonali Bank Limited, Hotel Sheraton Corporate Branch, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit 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 is 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, Sonali Bank Limited, Hotel Sheraton Branch, Dhaka. It has a reference to their letter no. 2375 dated 18<sup>th</sup> 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. Immigration Officer, All Land Ports, Bangladesh.
05. Personal File/Office Copy/Master Copy.

Assistant General Manager