



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijhel C/A  
Dhaka-1000, Bangladesh.  
Phone : 88-02-9551121  
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No. PMD/SEC-4/PF- 21006/11265

Zaker Hossain  
Officer (G-30358)  
Passport No: AD 3700940  
Sonali Bank Limited  
Principal Office  
Narsingdi.

১. উল্লিখিত পদে কর্মরত	<input checked="" type="checkbox"/>
২. সালারি কার্ড	<input checked="" type="checkbox"/>
৩. দ্রুত জবাব দিন	<input checked="" type="checkbox"/>
৪. নথিভুক্ত করুন	<input checked="" type="checkbox"/>
৫. প্রয়োজনীয় পদক্ষেপ নিন	<input checked="" type="checkbox"/>
স্বাক্ষর	<input checked="" type="checkbox"/>
তারিখ	<input checked="" type="checkbox"/>

Dated: 18 September, 2016.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit attractive places in India & Thailand.

Dear Sir,

Reference letter no. 5064 dated the 31<sup>st</sup> August, 2016 of General Manager's Office, Dhaka-1, on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from 18-09-2016 to 02-10-2015 or the date of availment with a permission to visit attractive places in India & Thailand 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. Stay 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 :

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Narsingdi.
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.

Assistant General Manager  
MD SIRAJUL ISLAM  
Assistant General Manager  
Personnel Management Division (Sec. 304)  
Sonali Bank Limited  
Head Office, Dhaka