



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/SOC-8021 / 12057

Dated : 22 September, 2016

Mr. Md. Abdur Razzaque
Senior Officer Cash
Sonali Bank Limited
NCTB Branch
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 22/9/16
ক্রিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. আশ্রয় করুন
৩. প্রাপ্ত অব্যবহিত
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ...দিনের মধ্যে সম্পাদন করুন
ডেপুটি সিনিয়র ম্যানেজার

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit South Africa & India : Mr. Md. Abdur Razzaque (G-27165), Senior Officer Cash, Sonali Bank Limited, NCTB Branch, Dhaka.

Dear Sir,

Reference letter No.4154 dated the 07th September, 2016 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit South Africa to attend 17th World Trade Union Congress and India for religious purpose under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel. Please send the joining report of the related officer specifying the date of leave availment .
04. Assistant General Manager, Sonali Bank Limited, NCTB Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager