




**Soanali Bank Limited**  
Kushtia Branch  
Kushtia-7000

১০২৭

Phone- 071 61942  
Mobile- 01730 357756  
E-mail : sblkushtia30171@gmail.com

ইনফরমেশন টেকনোলজি ডিভিশন	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ২০১৬	নম্বর: .....
পত্রিকার নং- ১/১/ এসএসএ	
১. উপস্থাপন করছেন	
২. আসাপ করছেন	
৩. প্রাপ্ত ছাড়ের দিন	
৪. নথিভুক্ত করছেন	
৫. প্রয়োজনীয়	স্বাক্ষর দিন
৬. ....(দিতার মধ্যে) সম্পাদন করছেন	
 তত্ত্বাবধায়ক কর্মকর্তা	

No.Kus/Admin/Leave Approval/  
Date:

MR. MOHAMMAD ABDUR ROB (G-25510)  
Supporting Staff Grade-2  
Soanli Bank Limited  
Kushtia Branch  
Kushtia.

22 SEP 2016

Mr. Sunil  
25/9

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

Dear Sir,

Reference letter no PMD/SMD/SEC-7/PF(SSG-2)-1871/9691 Dated 01.08.2016 of Personnel Management Division, Staff Management Department (Sec-7), Soanli Bank Limited, Head Office, Dhaka on the captioned subject.

The Authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions:

Conditions :

1)	You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
2)	It will be treated as Leave-outside Bangladesh.
3)	<b>Stay abroad over the sanctioned leave will not be allowed.</b>
4)	You are to visit India within 03(Three) months from the date of sanctioned leave by the authority.

Yours faithfully,

Sd/-

(Mir Hasan Mohd. Zahid)

Asstt. General Manager.

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. Deputy General Manager, Personnel Management Division, Staff Management Department (Section-7), Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Information and Technoloty Division-2, Sonali Bank Limited, Head Office, Dhaka.
04. Deputy General Manager, Sonali Bank Limited, Principal Office, Kushtia.
05. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaha/All Land Ports, Bangladesh.
06. Office Copy.

Asstt. General Manager.

FAZmal-2011 Para-506 Leave Per-Eng.doc-6 -  
MIR HASAN MOHAMED ZAHID  
ASSISTANT GENERAL MANAGER  
SONALI BANK LIMITED  
KUSHTIA BRANCH, KUSHTIA.

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