



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: 9550426-34
Fax-88-02-9561409
E-mail:dgmpmd@sonalibank.com.bd
Dy. General Manager
Phone: 9564515

NO.PMD/OMD/SEC-2/(PF-14820)/

Mr. Md Naimul Islam (C-37504),
(Passport No-OC 4142625),
Principal Officer,
Sonali Bank Limited,
B. Wapda Bhaban Corporate Branch,
Motijheel, Dhaka-1000,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 25/9/16
একিডম-5/2/17, এসএসএ
১. উপস্থাপন করুন
২. আশ্রয় করুন
৩. প্রেরণ করার দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজার মাহমুদুল হক

Dated :25 September, 2016.

4602
Mr. Naimul Islam

Subject : Sanction of 5 (Five) days leave (Outside Bangladesh) with full pay to visit conspicuous places in Thailand.

Dear Sir,

Reference letter No.3375 dated the 31th July, 2016 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 5(Five) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit conspicuous places in Thailand 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)This sanctioned leave will be treated as Leave outside Bangladesh.
- 3)**Staying abroad over the sanctioned leave is strictly prohibited.**
- 4)This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)
Assistant General Manager.
Phone: 02-9551121

copy forwarded for kind information & necessary action to :-

- 1.General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
- 2.Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 3.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.
- 4.Deputy General Manager, Sonali Bank Limited, B. Wapda Bhaban Corporate Branch, Dhaka.
- 5.Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.

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(3)

Assistant General Manager.
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.