



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

Head Office, Motijhel C/A
Dhaka-1000, Bangladesh.
Phone : 88-02-9551121
Fax- 88-02-9573765

No. PMD/SEC-4/PF-19628/12201

Dated: 26 September, 2016

Jotish Chandra Das
Officer (G-27752)
Passport No. : OC8134701
Establishment & Engineering Division
Sonali Bank Limited
Head Office
Dhaka.

ই-অফিসেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 29/9/16
এজিএম-3/2/ এসএসএ

- উপস্থাপন করুন
- স্বাক্ষর করুন
- স্বাক্ষর করুন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
-দিনের মধ্যে সম্পাদন করুন

ডেপুটি সিনিয়র ম্যানেজার

Handwritten signature

Handwritten signature

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no. 137 dated the 22nd September , 2016 of Establishment & Engineering Division, Head Office, Dhaka, on the captioned subject.

We have to advise that in consideration of your application and recommendation of Establishment & Engineering Division, the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from 04-10-2016 to 02-11-2016 or the date of availment with a permission to visit Holy places in 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. 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 & Necessary Action :

1. Deputy General Manager, Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka .
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka .
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/All other International Airports, Bangladesh . .
5. Personal File / Master Copy .

Handwritten signature
Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.