



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/OC-10188 / 12554

Dated : 29 September, 2016

Mr. Mohammad Shahidul Islam
Officer Cash
Sonali Bank Limited
Paba Branch
Rajshahi.

সনালী ব্যাংক লিমিটেড
পাবনা শাখার প্রধান কার্যালয়, ঢাকা
তারিখ: ২৯/৯/১৬
প্রজি এম-১/১/১ এমএসএ
১. উপস্থাপন করা হল
২. আলোচনা হল
৩. প্রস্তাব করা হল
৪. নথিভুক্ত করা হল
৫. প্রয়োজনীয় বন্দোবস্ত নিম্ন
৬.
ডেপুটি ম্যানেজার

১৯/৯/১৬

Mr. Shahidul Islam

- Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Mohammad Shahidul Islam (G-33763), Officer Cash, Sonali Bank Limited, Paba Branch, Rajshahi.

Dear Sir,

Reference letter No.4794 dated the 04th September, 2016 of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India along 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, Rajshahi.
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, Rajshahi. Please send the joining report of the related officer specifying the date of leave availment .
04. Manager, Sonali Bank Limited, Paba Branch, Rajshahi.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager