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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-21225/12508

Dated: 03 October, 2016

Archana Rani Dey
Officer (G-34814)
Passport No : BL 0088278
Sonali Bank Limited
Principal Office
Comilla .

সোনালী ব্যাংক লিমিটেড
পার্সোনেল ম্যানেজমেন্ট ডিভিশন
তারিখ: ০৩/১০/১৬
অফিসার: এ/৩০
১. উপস্থাপন করা হল
২. জরাজীর্ণ করা হল
৩. প্রত্যাহার করা হল
৪. মঞ্জুর করা হল
৫. প্রত্যাখ্যান করা হল
৬. বিচার/সংশোধন করা হল
ডেপুটি সিনিয়র ম্যানেজার

৬০৭৪

Mr. Faruk
ST

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

Dear Sir,

Reference letter no. 4576 dated the 07th September ,2016 of General Manager's Office, Comilla, on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Comilla, the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from 26-10-2016 to 24-11-2016 or the date of availment with a permission to visit Holy places & meet with her relatives 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. General Manager, Sonali Bank Limited, General Manager's Office, Comilla .
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited , Head Office, Dhaka .
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Comilla .
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh .
6. Personal File / Master Copy .

Assistant General Manager

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