



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-15538/12799

Dated : 05 October, 2016

Mr. Md. Asraful Islam (C-37976)
Passport No. BL-0746717
Senior Officer (IT)
Sonal Bank Limited
Principal Office
Natore.

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনের পক্ষে পদক্ষেপ দিন
৬. দিনের মধ্যে সাপেক্ষে ক্রম
ডেপুটি সিনিয়র ম্যানেজার

Handwritten signature

*Mr. Asraful Islam
6/10/16*

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

Dear Sir,

With reference to General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi letter No. 291 dated the 21st September, 2016 on the captioned subject.

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the historical & religious 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) Staying 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 :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi. It has a reference to their letter no. 291 dated 21st September, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Natore. They are requested to send his joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.

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