



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

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

No. PMD/SEC-4/PF-20091/12509

Dated: 05 October, 2016

Sonia Sultana
Officer (G-44585)
Passport No : OC 9127829
Sonali Bank Limited
Baridhara Branch
Dhaka .

১. উদ্দেশ্য	১. উদ্দেশ্য
২. আবেদন	২. আবেদন
৩. পূর্ব সন্মতি	৩. পূর্ব সন্মতি
৪. প্রয়োজনীয় কাগজাদি	৪. প্রয়োজনীয় কাগজাদি
৫. দিনের মধ্যে সম্পন্ন	৫. দিনের মধ্যে সম্পন্ন
৬. উপস্থাপন	৬. উপস্থাপন
৭. মন্তব্য	৭. মন্তব্য
৮. সিদ্ধান্ত	৮. সিদ্ধান্ত
৯. তারিখ	৯. তারিখ
১০. স্বাক্ষর	১০. স্বাক্ষর

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Subject: Sanction of 07 (Seven) days leave (Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no. 8061 dated the 25th September , 2016 of General Manager's Office, Dhaka-1, on the captioned subject .

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 07(Seven) days leave (Outside Bangladesh) with full pay from 11-10-2016 to 17-10-2016 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1 .
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited , Head Office, Dhaka .
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue, Dhaka .
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh .
6. Manager, Sonali Bank Limited, Baridhara Branch, Dhaka .
7. Personal File / Master Copy .

[Handwritten signature]
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.34)
Sonali Bank Limited
Head Office, Dhaka.