



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

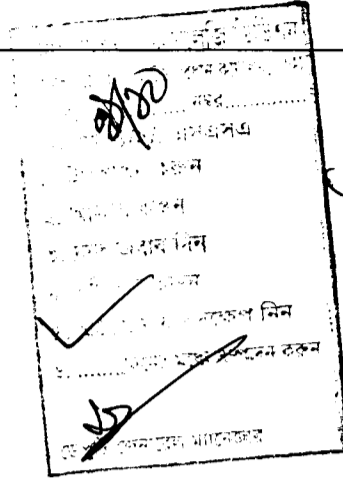
Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

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

No.PMD/SEC-3/PF/SO-21592/12801

Dated : 06 October, 2016

Begum Nure Junnatul Mostazir (C-45454)
Passport No. BA-0553708
Senior Officer
Sonali Bank Limited
Uttara Model Town Branch
Dhaka.



MD/18

Mr. Shihab, SO
10/10

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to meet & stay with your husband who is staying for study at Hankuk University of Foreign Studies in South Korea.

Dear Madam,

With reference to Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka letter No. 8022 dated the 24th September, 2016 on the captioned subject.

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to meet & stay with your husband who is staying for study at the Hangkuk University of Foreign Studies in South Korea 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, Dhaka-1, Dhaka. It has a reference to their letter no. 8022 dated the 24th 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, Bangabandhu Avenue, Dhaka. They are requested to send her joining report after availment of the leave.
04. Assistant General Manager, Sonali Bank Limited, Uttara Model Town Branch, Dhaka.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
- 06.. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

Assistant General Manager

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