



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

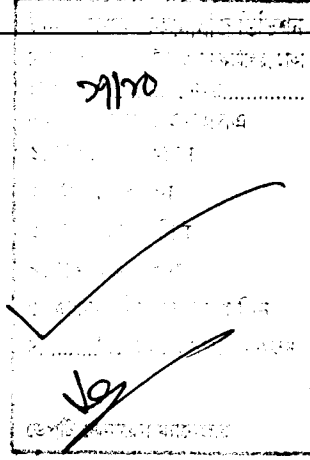
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PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

No.PMD/SEC-5/PF/OC- 11896 / 12809

Dated : 05 October, 2016

Mr. Md. Shafiqul Islam  
Officer Cash  
Sonali Bank Limited  
Sir Iqbal Road Branch  
Khulna.



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Mr. Shafiqul Islam  
10/10/16

**Subject :** Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India along with family member: Mr. Md. Shafiqul Islam (G-33271), Officer Cash, Sonali Bank Limited, Sir Iqbal Road Branch, Khulna.

Dear Sir,

Reference letter No.4464 dated the 21<sup>th</sup> September, 2016 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India along with family member 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, Khulna.
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, Khulna. Please send the joining report of the related officer specifying the date of leave availment .
04. Manager, Sonali Bank Limited, Sir Iqbal Road Branch, Khulna.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager