



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: 9550426-34
Fax-88-02-9561409
E-mail:dgmpmd@sonalibank.com.bd
Dy. General Manager
Phone: 9564515

NO.PMD/OMD/SEC-2/(PF-19431)/

Mr.Md Shamsur Rahman (G-36055),
(Passport No OC5108633),
Principal Officer,
Sonali Bank Limited,
Principal Office, Chuadanga,
Bangladesh.

ইনকম্প্লিট টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৭/১০/১৬ নম্বর: ১৩২৩৩
এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত অবাক দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে পেশাদার করুন
১৩
ডেপুটি ম্যানেজার ম্যানেজার

Dated : 17 October, 2016.

৯২৪

Mr. Shamsur
Rahman

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit conspicuous places in India and Nepal.

Dear Sir,

Reference letter No.3827 dated the 27th September, 2016 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 15(Fifteen) days leave (outside Bangladesh) with full pay from the date of availment with a permission to visit conspicuous places in India and Nepal under the following terms & conditions:-

Conditions :-

- 1) You will have to bear all expenses of the 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) **Staying abroad over the sanctioned leave is strictly prohibited.**
- 4) This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Tauhidul Islam)

Assistant General Manager.

Phone: 02-9551121

copy forwarded for kind information & necessary action to :-

1. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
2. Deputy General Manager, Sonali Bank Limited, Principal Office, Chuadanga.
3. 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.
4. Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka/ Benapole, Jessore/Daulatgonj, Chuadanga, Bangladesh/All Land Ports, Bangladesh.

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Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Office: Dhaka