



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

Head Office, Motijhel C/A  
Dhaka-1000, Bangladesh.  
Phone : 88-02-9551121  
Fax- 88-02-9573765

No. PMD/SEC-4/PF- 20985/12840

Mohammad Khademul Islam  
Officer (G-29193)  
Passport No: OC 5104028  
Sonali Bank Limited  
Poradah Branch  
Kushtia .

ইনক্রিমেন্ট টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা তারিখ: ১৭/১০/১৬ এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 17 October, 2016.

৯২২০

M. Sirajul Islam

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Deoband madrasa in India .**

Dear Sir,

Reference letter no. 3839 dated the 27<sup>th</sup> 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 Deoband madrasa 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 :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited , Head Office, Dhaka .
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Kushtia .
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, Poradah Branch, Kushtia .
7. Personal File / Master Copy .

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