



Soanli Bank Limited
Principal Office
Sonali Bank Building
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Kushtia-7000

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১. উপস্থাপন করুন
২. আসাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. দিনের মধ্যে সাপোর্ট করুন

ডেপুটি ম্যানেজার মানেজার

No.PO/Kst/Admin/Leave Approval/
Date: 18.10.2016

Begum Rokhsana Begum (G-32917)
Officer
Passport No: OC0062316
Soanli Bank Limited
Principal Office
Kushtia.

Mr. Shikhar
18.10.16

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

Dear Sir,

Reference letter No. PMD/SEC-4/PF-20670/11264 Dated 04 September, 2016 of Personnel Management Division (Section-4), Soanli Bank Limited, Head Office, Dhaka on the captioned subject.

The Authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Azmeer Sharif in India under the following terms & 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/-

(Anjan Kumer Bose)

Deputy General Manager.

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Personnel Management Division, Officer Management Department (Section-4), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Land Ports/All other International airports, Bangladesh.
05. Personal File/Office Copy.

18.10.2016
Deputy General Manager.