



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
 Head Office
 Motijheel, Dhaka-1000
 Bangladesh.

Personnel Management Division
Staff Management Department (Sec-7)
 ☎ : 47115437, Fax-9573765
 E-mail: sblpmd7@gmail.com

NO.PMD/SMD/SEC-7/PF(J.O-1988)/13424

Dated : 18 October, 2016

MD MAHMUDDUL HASAN (G-32371)
 (Passport No- BM-0073125)
 Junior Officer
 Sonali Bank Limited
 Azizul Haque College Branch
 Bogra.

ইনফরমেশন টেকনোলজি ডিভিশন
 স্টাফ ম্যানেজমেন্ট ডিপার্টমেন্ট (সেক-৭)
 উদ্দেশ্য: ৩০ দিনের ছুটি
 এজিএম-১/২/এসএসএ
 ১. উপস্থাপন করেন
 ২. আসাপ করেন
 ৩. প্রত্যেকের মতামত
 ৪. নথিভুক্ত করেন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬. ... দিনের মধ্যে সম্পাদন করেন
 ডেপুটি জেনারেল ম্যানেজার

929/1
 Mr. Shihab
 18/10

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter no.325 Dated 16 October, 2016 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanction 30 (Thirty) days leave (outside Bangladesh) from the date of availing with a permission to visit India under the following terms & conditions :

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. Over Stay in abroad will not be allowed.
04. This sanction letter will remain valid for 3 (Three) months from the date of issue.

Yours Faithfully,

Sd/-
 (Parimal Bandu Basak)
 Asst.General Manager
 Mobile No. 01716789795

Copy forwarded for kind information & necessary action to :

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
- 02) The 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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Bogra.
- 04) Immigration Officer, All Airports /All Land Ports, Bangladesh.
- 05) The Manager, Sonali Bank Limited, Azizul Haque College Branch, Bogra.
- 06) Personal File Copy.

Asst. General Manager
 Parimal Bandu Basak
 Asst. General Manager
 Personnel Management Division
 Sonali Bank Limited
 Head Office Dhaka.