সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office, Motijheel C/A,
Dhaka-1000, Bangladesh

PERSONNEL MANAGEMENT DIVISION
(SECTION-08)

☎ **Phone: 88-02-9564515 (DGM)**
& 88-02-47115437 (AGM)
Fax: 88-02-9573765
E-mail: dgmpmd@sonalibank.com.bd

ইনফরমেশন টেকনোলজি ডিভিশন-২
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়
তারিখ ২৫/১০/১৬ ইং
এজিএম-২/১৬/ এসবিএল/৩৯
১. উপস্থাপন করুন
২. আলাপ করুন
৩. ড্রাফট তৈরী করুন
৪. পর্যালোচনা করুন
৫. প্রয়োজনীয় ব্যবস্থা নিন
৬. .....টাকার খরচ মঞ্জুর করুন
ডেপুটি জেনারেল ম্যানেজার

NO.PMD/SMD/SEC-8/F-162)/13498

Dated : 19th October, 2016

Md. Abu Bakkar Siddique
SSG-1 (Tech.)
Sonali Bank Limited
Rajshahi Corporate Branch
Rajshahi.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India for visit religious places : Mr. Md. Abu Bakkar Siddique (G-13856), Supporting Staff Grade-1 (Tech.)₁ Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi.

Dear Sir,

Reference letter No-5066, dated 28th September, 2016 Of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 15 (Fifteen) days full pay leave (outside Bangladesh) from the date of availment with a permission to visit India 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 03 (Three) months from the date of issue.

Yours faithfully,
Sd/-
(Md. Lutfur Rahman)
Assistant General Manager.
Mobile No. 01520-084033

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi.
03. Deputy General Manager, Information Technoloty Division-2, Solani Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
04. Director, Hazrat Shahjalal (Rh) International Airport Custom, Dhaka/ Benapole Land Port Authority, Benapole, Jessore, Bangladesh.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Personal File.

Assistant General Manager.