



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-1110)/ 13977

Dated : 26 October, 2016

MOHAMMAD ABEDAR RAHAMAN (G-29719)

(Passport No- OC-1160075)

Junior Officer
Sonali Bank Limited
Sharsha Branch
Jessore.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 26/10/2016 নম্বর:
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

Handwritten signature and initials

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

Dear Sir,

Reference may please be made to the letter no.4579 Dated 29 September, 2016 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) 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, Khulna.
- 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, Jessore.
- 04) Immigration Officer, All Airports /All Land Ports, Bangladesh.
- 05) The Manager, Sonali Bank Limited, Sharsha Branch, Jessore.
- 06) Personal File Copy.

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