


**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka-1000  
Bangladesh.

**Personnel Management Division**

Staff Management Department (Sec-8)

Telegraph : Ganabank

☎ : ৪৭১১৫৪৩৭, ফ্যাক্স-৯৫৭৩৭৬৫

ই-মেইল: [dommond@sonalibank.com.bd](mailto:dommond@sonalibank.com.bd)

NO.PMD/SMD/SEC-8/F-113)/13930

Dated : 25th October, 2016

**MD. JAHIRUL ISLAM**

SSG-1 (TECHNICAL)

EMPLOYEE'S WALEFARE & TRANSPORT DIVISION

SONALI BANK LIMITED

HEAD OFFICE

DHAKA.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 24/10/2016
এজিএম-১/২/এসএসএ
১. উপস্থাপন করণ
২. আলোচন করণ
৩. দ্রুত জরুরি দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিম
৬. ....দিনের মধ্যে সম্পূর্ণ করণ
ডেপুটি ডিরেক্টর ম্যানেজার

৯৯০০

Mr. Jahirul Islam

**Subject : Sanction of 26 (Twenty Six) days leave (Outside Bangladesh) with full pay to visit India for Visit Ajmir Sharif & Other visiting places : Mr. Md. Jahirul Islam (G-22020), Supporting Staff Grade-1 (Technical), Employee's Walefare & Transport Division, Sonali Bank Limited, Head Office, Dhaka.**

Dear Sir,

Reference Letter No-747, Dated 13<sup>th</sup> October, 2016 of Employee's Walefare & Transport Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Employee's Walefare & Transport Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 26 (Twenty Six) 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. Deputy General Manager, Employee's Walefare & Transport Division, Sonali Bank Limited, Head Office, Dhaka
02. 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.
03. Director, Hazrat Shahjalal (Rh) International Airport Custom, Dhaka/ Benapole Land Port Authority, Benapole, Jessore, Bangladesh.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
05. Personal File.

Assistant General Manager.