



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

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

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-15516/14057

Dated : 31 October, 2016

Mr. Sumit Kanti Sigha (C-38086)
Passport No. OC 4098296
Senior Officer (IT)
Sonali Bank Limited
Regional Office
Sonamgonj

১. উপস্থাপন কার্যক্রম
২. আবেদন কার্যক্রম
৩. জাতি পরিচয় সনদ
৪. বর্ধিতকৃত কার্যক্রম
৫. প্রয়োজনীয় পত্রাদি সনদ
৬. ...গিটার মাস্টার কার্যক্রম

ডেপুটি সিনিয়র ম্যানেজার

৫০৬৯

Mr. Shihab
৩১/১০/১৬

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Sylhet the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious places in India under the following terms and 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) Staying 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/-

(Md. Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information :

01. General Manager, Sonali Bank Limited, General Manager's Office, Sylhet. It has a reference to their letter no.3248 dated the 06th October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Regional Office, Sonamgonj. They are requested to send his joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.

MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.