



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
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No.PMD/SEC-5/PF/OC-11605 / 15556

Dated : 13 November, 2016

Begum Rubana Mahjabin  
Officer Cash  
Sonali Bank Limited  
Naval Head Quarter Branch  
Dhaka.

সোনালী ব্যাংক লিমিটেড  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 28/11/16  
এজিএম-১/২/ এসএসএ  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জরুরি দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. দিনের মধ্যে সম্পাদন করুন

6028

Mr. Farhan  
28/11/16

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India & Bhutan along with spouse : Begum Rubana Mahjabin (C-44774), Officer Cash, Sonali Bank Limited, Naval Head Quarter Branch, Dhaka.**

Dear Sir,

Reference letter No. 10260 dated the 20<sup>th</sup> October, 2016 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India and Bhutan along with spouse 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 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manger.

**Copy forwarded for kind information & necessary action :**

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue, Dhaka. Please send the joining report of the related officer specifying the date of leave availment .
04. Manger, Sonali Bank Limited, Naval Head Quarter Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager