

NO.PMD/SMD/SEC-6/PF(AOG-2(Cash)-8558/15471

Dated : 10-11-2016

MOHAMMAD MOHI UDDIN CHOWDHURY
Assistant Officer Grade-2 (Cash)
Sonali Bank Limited
Banur Bazar Branch
Chittagong.

Dear Sir,

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১১/১১/১৬ নম্বর: ৫৬০২১
এজিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. সন্মত করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. পরামর্শমূলক পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজিং অফিসার

Sub:Sanction of 15(fifteen)days leave(outside Bangladesh) with full pay to visit India

Reference to the letter no.5206 dated 18 October, 2016 of General Manager's Office, Chittagong on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chittagong, the authority has pleased to sanction you 15(fifteen) days leave (outside Bangladesh) from the date of availment 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 Ltd./Govt. of Bangladesh.
- (02) It will be treated as leave-outside Bangladesh.
- (03) Over staying is strictly prohibited.
- (04) This sanctioned letter will remain valid for three months from the date of sanctioning leave by the competent authority.

Yours faithfully,


sd/-

(Parimal Bandu Basak)
Assistant General Manager

Mobile No: 01716789795

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong. It has a reference to their letter no. 5206, dated 18-10-2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong South, Chittagong.
04. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/All Land Ports, Bangladesh.
05. Manager, Sonali Bank Limited, Banur Bazar Branch, Chittagong.
06. Personal File.


Assistant General Manager
Parimal Bandu Basak
Asst General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka