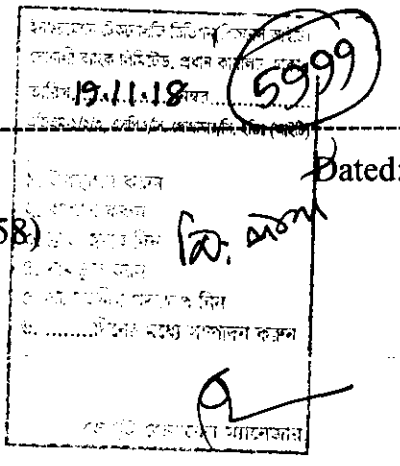
সোনালী ব্যাংক লিমিটেড
প্রিন্সিপাল অফিস, নাটোর।
SONALI BANK LIMITED
PRINCIPAL OFFICE, NATORE.

ফোন নং ঃ ০৭৭১৬২৩৫০, ০৭৭১৬৬২৩৩
E-mail: natorero@sonalibank.com.bd



Ref. No. PO/Nat/Establishment/

Dated: 15.11.2018

MOHAMMAD AZIZUR RAHMAN(G-30458)
Passport No.OC 6160380
Senior Officer(IT)
Sonali Bank Limited
Principal Office
Natore.

Subject: Sanction for 15 (Fifteen) days leave (outside Bangladesh) with full pay to visit India,

With the reference to the sanction letter no. HRMD/SEC-3/PF/SO-19991/14294, Dated 15 November, 2018 of Human Resource Management Division, Sonali Bank Limited, HO, Dhaka on the captioned subject.

We have the pleasure to release you at the end of business today 15.11.2018 for 15 days leave (outside Bangladesh) with full pay from 16.11.2018 to 30.11.2018 or from the date of leave availment with a permission for visit India following terms & conditions :

Conditions :

01. You will have to bear all expenses of the proposed visit.
02. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
03. Staying abroad over the sanctioned leave will not be allowed.
04. This sanctioned letter will be applicable (Outside Bangladesh) only to visit India .

You are therefore requested to join at this office specifying the date of leave availment after completion of visit accordingly.

Yours faithfully,

Sd/-

(Md. Matiar Rahman Sarker)
Assistant General Manager(Incharge)

Copy forward for kind information & necessary action to :

01) The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03) **The Deputy General Manager, Human Resource Management Division (Sec-3), Sonali Bank Limited, Head Office, Dhaka.**
04) Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka
05) Immigration Officer, all Land Ports/ All Other International Airports, Bangladesh.
06) Personal File/ Master copy.

Assistant General Manager(Incharge)