



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Personnel Management Division
Staff Management Department(Sec-6)

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NO-PMD/SMD-06/PF(JOC-)/7502/15936

Dated : 21-11-2016

MR. ATAUR RAHMAN(G-33939)
Junior Officer (Cash)
Sonal Bank Limited
Lalmonirhat Branch
Lalmonirhat.

১. উপস্থাপন করেন
২. আলাপ করেন
৩. সন্তোষজনক মনে
৪. দায়িত্ব করেন
৫. পরামর্শক্রমে পরামর্শ দেন
৬. ...

27/11/16
bca
Mr. Faruk
20/11/16

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India .

Dear Sir,

Reference to your application dated 29-08-2016 and letter no. 3565 dated 10-11-2016 of Principal office, Kurigram on the captioned subject.

We have to advise that in consideration of your application and the recommendation of Principal office , Kurigram & General Manager's office, Rangpur, the authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) with full pay from 25-11-16 to 24-12-16 or the date of availment with a permission to visit in India under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the 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 sanctioned letter will remain valid for 3(Three) months from the date of sanctioning .

Yours Faithfully

sd/-

(Parimal Bandu Basak)
Asstt. General Manager

Copy forwarded for kind information & necessary action to :

- 1) The General Manager, Sonali Bank Limited, General Manager's office, Rangpur .
- 2) The Deputy General Manager, Information Tecnology Division-2 , Sonali Bank Limited, Head Office, Dhaka.
- 3) The Deputy General Manager, Sonali Bank Limited, Principal Office, Kurigram.
- 4) Immigration Officer, Burimari Land port, Lalmonir Hat, Bangladesh.
- 5) Manager, Sonali Bank Limited, Lalmonirhat Branch, Lalmonirhat.
- 6) Personal File.

Asstt. General Manager

Parimal Bandu Basak
Asst General Manager
Personnel Management Division
Sonal Bank Limited
Head Office