



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-11640/16062

Dated : 23 November, 2016

Mr. Md. Anamul Hoque (G-24548)
Passport No. OC-9056174
Senior Officer
Sonali Bank Limited
Baitul Mokarram Branch
Dhaka.

সোনালী ব্যাংক লিমিটেড
সোনালী ব্যাংক লিমিটেড, গণপ্রজাতন্ত্রী বাংলাদেশ, প্রধান কার্যালয়, মোতিহেল চ/এ, ঢাকা-১০০০।
কর্মসূচী : ১৩/১১/১৬
তারিখ : ২৩/১১/১৬

- উপস্থাপনা করেন
- স্বাক্ষর করেন
- প্রাপ্ত হওয়ার তারিখ
- নথীভুক্ত করেন
- প্রয়োজনীয় পদক্ষেপ নিন
-দিয়ে কার্য সম্পাদন করুন

ডেপুটি সিনিয়র ম্যানেজার

By

MD. SIRAJUL ISLAM

Subject : Sanction of 25 (Twenty five) days leave (Outside Bangladesh) with full pay to visit the Historical & religious places & to meet your relatives in India.

Dear Sir,

With reference to Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka letter No. 10528 dated the 13th November, 2016 on the captioned subject.

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 25 (Twenty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the historical & religious places & to meet your relatives 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 & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka. It has a reference to their letter no. 10528 dated the 13th November, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue, Dhaka. They are requested to send his joining report after availment of leave.
04. Assistant General Manager, Sonali Bank Limited, Baitul Mokarram Branch, Dhaka.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
- 06.. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

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