



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

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No.PMD/SEC-5/PF/SOC-10856 / 16449

Dated : 01 December, 2016

Mr. Md. Mokhlesur Rahman  
Officer Cash  
Sonali Bank Limited  
Narayanganj Corporate Branch  
Narayanganj.

সোনালী ব্যাংক লিমিটেড  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০১/১২/১৬, নং: ০২৬  
এসি এম-১/১৬/এসএসএ  
১. উপস্থাপন করুন  
২. স্বাক্ষর করুন  
৩. প্রত্যেক সপ্তাহের দিন  
৪. নথি রাখুন  
৫. প্রত্যেক সপ্তাহের দিন  
৬. প্রত্যেক সপ্তাহের দিন  
৭. প্রত্যেক সপ্তাহের দিন  
৮. প্রত্যেক সপ্তাহের দিন  
৯. প্রত্যেক সপ্তাহের দিন  
১০. প্রত্যেক সপ্তাহের দিন

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India along with spouse : Mr. Md. Mokhlesur Rahman (G-29138), Officer Cash, Sonali Bank Limited, Narayanganj Corporate Branch, Narayanganj.**

Dear Sir,

Reference letter No. 5193 dated the 22<sup>th</sup> November, 2016 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days full pay leave (Outside Bangladesh) from the date of avilment with a permission to visit India along with spouse for religious purpose 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-2.
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, Narayanganj Corporate Branch, Narayanganj. Please send the joining report of the related officer specifying the date of leave avilment .
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager