



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

No.PMD/SEC-5/PF/OC-11003 / 16399

Dated : 30 November, 2016

Mr. Mohammad Mahfuzul Momen Khan
Officer Cash
Sonali Bank Limited
Sirajganj Branch
Sirajganj.

Subject : Sanction of 11 (Eleven) days leave (Outside Bangladesh) with full pay to Visit India along with spouse : Mr. Mohammad Mahfuzul Momen Khan (C-43143), Officer Cash, Sonali Bank Limited, Sirajganj Branch, Sirajganj.

Dear Sir,

Reference letter No. 5734 dated the 15th November, 2016 of General Manager's Office, Sirajganj on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 11(Eleven) days full pay leave (Outside Bangladesh) from the date of availment 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, Rajshahi.
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, Principal Office, Sirajganj. Please send the joining report of the related officer specifying the date of leave availment .
04. Assistant General Manger, Sonali Bank Limited, Sirajganj Branch, Sirajganj.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager