



SONALI BANK LIMITED Personnel Management Division
 Head Office
 Motijheel
 Dhaka-1000
 Bangladesh.

Staff Management Department (Sec-8)

Telegraph : Ganabank

ফোন : ৪৭১১৫৪৩৭, ফ্যাক্স-৯৫৭৩৭৬৫

ই-মেইল: dmppmd@sonalibank.com.bd

NO.PMD/SMD/SEC-8/FM-144/16436

Dated : 01st December, 2016

Mr. Sk. Abdul Hamid
 SSG-1 (Technical)
 Sonali Bank Limited
 General Manager's Office
 Khulna.

১. উপস্থাপন করেন	
২. পরামর্শ করেন	
৩. প্রায়শ্চিত্ত করেন	
৪. নথিভুক্ত করেন	
৫. প্রয়োজিতীয় কার্যক্রম নিন	
৬. দিনের মধ্যে কার্যক্রম করেন	

তেজগতি বিনামূল্যে ব্যবহার

6602
 Mr. Rahman
 M.M.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India for Visit Ajmir Sharif & Other visiting places : Mr. Sk. Abdul Hamid (G-29109), Supporting Staff Grade-1 (Technical), Sonali Bank Limited, General Manager's Office, Khulna.

Dear Sir,

Reference Letter No-5366, Dated 14th November, 2016 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to Visit India 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 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manager.

Mobile No. 01520-084033

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna. Please send the joining report of the related Staff specifying the date of leave availment.
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. Immigration Officer, All Airport/ Director, All Land Port, Bangladesh.
04. Personal File.

Assistant General Manager.