



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
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No. PMD/SEC-4/PF- 12705/ 16710

Mrs. Joyanti Rani Saha (G-22823)  
Officer  
Passport No: OC 1000917  
Sonali Bank Limited  
Faridpur Corporate Branch  
Faridpur.

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা তারিখ: 26/12/2016 এজিএম-১/২/ এসএসএ ১. উপস্থাপন করুন ২. অম্যাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পাদন করুন ডেপুটি সেকশন ইনচার্জ
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Dated: 14 December, 2016.

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

Dear Sir,

Reference letter no. 4905 dated the 12<sup>th</sup> December, 2016 of General Manager's Office, Faridpur, on the captioned subject.

We advise that, In consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Holy places 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. Stay 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 :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
2. Deputy General Manager, Sonali Bank Limited, IT Division-2, Head Office, Dhaka/Principal Office, Faridpur.
3. Assistant General Manager, Sonali Bank Limited, Faridpur Corporate Branch, Faridpur.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
6. Personal File / Master Copy.

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