



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-17287/16832

Dated : 15 December, 2016

Mr A B M Mobarak Hossain (G-31173)

Passport No: OC 6023841

Senior Officer

Sonali Bank Limited

General Manager's Office

Comilla.

সোনালী ব্যাংক লিমিটেডের পক্ষে
১. উপস্থাপন করুন
২. মোলাসী করেন
৩. প্রত্যয়ন দিন
৪. পরিশোধ করুন
৫. প্রত্যয়ন করে প্রদেয় দিন
৬. বিচার মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

১২০০

Mr. Faruk
29.12

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Comilla the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of 16-12-2016 to 14-01-2017 or from the date of availment with a permission to visit the Religious places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain 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, Comilla. It has a refer to their letter no. 5716 dated 08th December, 2016. They are requested to send his joining report after availment of leave.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
04. Immigration Officer, All Land Ports, Bangladesh.
05. Personal File/Office Copy/Master Copy.

Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec. 34)
Sonali Bank Limited
Head Office, Dhaka.