



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-15437)/ 362

Dated : 08 January, 2017

Mrs. Jharna Rani Debi (G-15650)
Senior Principal Officer
Employees Welfare & Transport Division
Sonali Bank Limited
Head Office
Dhaka.

Handwritten notes and stamps on the letterhead, including a large '220' and a signature 'Mr. Faruk' dated '9.1.17'.

Dear Sir,

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

Reference may please be made to the letter no. 704 dated 21 December, 2016 of Employees Welfare & Transport Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 30 days leave (outside Bangladesh) including transit period from 15 January, 2017 or from the date of availing with a permission to visit India under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

Yours Faithfully,


S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The Deputy General Manager, Employees Welfare & Transport Division, Sonali Bank Limited, Head Office, Dhaka.
- 02) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 03) Immigration Officer, All Airport/ All Landport, Bangladesh.


Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka