



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
Phone: 9564515, 9551121, 01709648168

NO. PMD/OMD/SEC-1/PF(O-)/937

Dated : 18 January, 2017

Mr. Tariqul Islam Chowdhury (G-26153)
Deputy Managing Director
Sonali Bank Limited
Head Office
Dhaka.

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১. উদ্দেশ্য

২. আবেদন

৩. প্রাপ্ত তারিখ

৪. সীমিত সময়

৫. প্রয়োজনীয় পত্রাদি

৬. বিচারক কর্তৃক সিদ্ধান্ত

ডেপুটি ম্যানেজিং ডিরেক্টর

Sir,

Subject : **Sanction of 09 days leave (outside Bangladesh) with full pay to visit Singapore.**

Reference may please be made to your application dated 15 January, 2017 on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 501st meeting held on 16 January, 2017 have sanctioned 09 days leave (outside Bangladesh) including transit period from 21 January, 2017 or from the date of availing with a permission to visit Singapore under the following terms & 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-
(Md. Anwar Hossain)
Deputy General Manager

Copy forward for information & necessary action to:

- 01) All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
- 02) All General Managers, Sonali Bank Limited, Head Office, Dhaka.
- 03) 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.
- 04) PS to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 05) Immigration Officer, All Airports, Bangladesh.


Deputy General Manager