

NO.PMD/OMD/SEC-2/(PF-22559)/2575

**ROWNOK AFROZA BEGUM (G-23679)**

(Passport No-OC 5112836),  
Principal Officer  
(Joint Custodian, Cash)  
Sonali Bank Limited,  
Dhap Branch, Rangpur,  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, এমআইআই, ঢাকা  
তারিখ: ১৯/০২/১৭  
এজিএম-১/২/এসএসএ  
১. উপস্থাপনা করছেন  
২. আবেদন করছেন  
৩. ছুটি অবসর দিন  
৪. নব্বইশ দিন  
৫. প্রয়োজনীয় পত্রসমূহ নিন  
৬. .... দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

Dated : 19 February, 2017

**Subject : Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay to visit in Sri Lanka & Maldives.**

Dear Sir,

Reference letter No. 918 dated the 08 February, 2017 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 12 (Twelve) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Sri Lanka and Maldives under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,  
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur.
- Manager, Sonali Bank Limited, Dhap Branch, Rangpur.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/ Burimari, Lalmonirhat/All Air/Land Ports, Bangladesh.

Assistant General Manager

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