



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-4485)/ 3586

Mr. Md. Mofazzal Hossain (G-21500)
General Manager
Sonal Bank Limited
Head Office
Dhaka.

Dated : 09 March, 2017

Sir,

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to your application dated 28 February, 2017 on the captioned subject.

We have to advise you that in consideration of your application, the Board of Directors of Sonali Bank Limited in their 509th meeting held on 06 March, 2017 have sanctioned 10 days leave (outside Bangladesh) including transit period from 13 March, 2017 or from the date of availing with a permission to visit India 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 03 (three) months from the date of issue.

Yours Faithfully,

S/d-

(Md. Anwar Hossain)
Deputy General Manager

Copy forward for kind information & necessary action to:

- 01) All General Managers, 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 Airports/All Land Ports, Bangladesh.

Deputy General Manager