



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmpmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-10154)/ 4132

Dated : 19 March, 2017

MONIRA KHANAM (C-13165),
(Passport No-OC 6188465),
Senior Principal Officer,
Sonali Bank Limited,
Jessore Corporate Branch, Jessore,
Bangladesh.

ইনকম্প্লিট	সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 27/03	নম্বর:
ক্রিএম-১/২/ এসএসএ	
১. উপস্থাপন করুন	
২. আলাপ করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. পরামর্শদেয় পরামর্শ দিন	
৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি ম্যানেজিং ম্যানেজার	

2017

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

Mr. ...

Dear Sir,

Reference letter No. 701 dated the 13 February, 2017 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India 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, Khulna.
- 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, Jessore.
- Assistant General Manager, Sonali Bank Limited, Jessore Corporate Branch, Jessore.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

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