



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

ইনকোর্পোরেশন সনালী ব্যাংক লিমিটেড
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০১৭ নম্বর: ২০২৭
এজিএম-১/২/এসএসএ
১. উপস্থাপন করণ
২. আনুগত্য করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করণ
ডেপুটি মেনেজারেল ম্যানেজার

Dated : 19 March, 2017

NO.PMD/OMD/SEC-2/(CF-14820)/4133

MD NAIMUL ISLAM (C-37504),
(Passport No-OC 4142625),
Principal Officer,
Sonali Bank Limited,
B. Wapda Bhaban Corporate Branch, Dhaka,
Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference letter No. 743 dated the 13 February, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 15 (Fifteen) 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, Dhaka-2.
- 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, B. Wapda Bhaban Corporate Branch, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.


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