



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

Personnel Management Division

Officer Management Department(Sec-1)

E-Mail : dgmpmd@sonalibank.com.bd

9551121, 01787695513

ইনফরমেশন টেকনোলজি ডিভিশন

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ২৮/৩/১৭ নম্বর: ১৩৩

এজিএম-১/২/এসএসএ

১. উপস্থাপন করুন

২. আলাপ করুন

৩. দ্রুত ভার্য দিন

৪. নথিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ নিন

৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. PMD/OMD/SEC-1/PF(O-6687)/4448

Mr. F.M. Delwar Hossain (28071)

Senior Principal Officer

Sonali Bank Limited

Port Branch

Chittagong.

Dear Sir,

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit India.**

Dated : 27 March, 2017

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Mr. Faruk

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Reference may please be made to the letter no. 1233 dated 02 March, 2017 of Sonali Bank Limited, General Manager's Office, Chittagong on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 25 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions :

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-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
- 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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong.
- 04) The Assistant General Manager (Incumbent), Sonali Bank Limited, Port Branch, Chittagong.
- 05) Immigration Officer, All Airports/All Landports, Bangladesh.


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