



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, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6346)/ 4586

Mr. A.K.M. Musa Bhuiyan (G-26344)
Deputy General Manager
AD Branches Inspection & Monitoring Division
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 298 dated 07 March, 2017 of AD Branches Inspection & Monitoring Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 511th meeting held on 23 March, 2017 have sanctioned 15 days leave (outside Bangladesh) including transit period from 01 April, 2017 or 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) The Period of traveling will be adjusted from earned leave.
- 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.

As per approval of the authority Mr. Bidhan Chandra Maitra, Assistant General Manager, AD Branches Inspection & Monitoring Division, Sonali Bank Limited, Head Office, Dhaka will take over the charges of the Division temporarily during your leave period.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for kind information & necessary action to :

- 01) The General Manager, AD Branches Inspection & Monitoring Division, 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) Mr. Bidhan Chandra Maitra, Assistant General Manager, AD Branches Inspection & Monitoring Division, Sonali Bank Limited, Head Office, Dhaka
- 04) Immigration Officer, All Airports/All Land Ports, Bangladesh.

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

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০/৩/১৭
এজিএম-১/২/এসএনএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্মাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 28 March, 2017
2002
G. Partha
28/3/17