



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6816)/ 5177

Dated : 06 April, 2017

Mr. Md. Sultan Khan (G-27304)
Assistant General Manager
Inspection & Audit Division-2
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

হিসাবসমূহের মত উক্ত কর্মসূচি নিশ্চিত করা
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৬/০৪/১৭
এজিএম-১/২/এসএসএ

১. উপস্থাপনের তারিখ
২. অনুমোদনের তারিখ
৩. প্রাপ্ত অবসর দিন
৪. নথিভুক্ত ফরম
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. দিনের মধ্যে সমাপন করুন

ডেপুটি ম্যানেজিং ম্যানেজার

Reference may please be made to the letter no. B-602 dated 04 April, 2017 of Inspection & Audit Division-2, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 30 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 and 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 Deputy General Manager, Inspection & Audit Division-2, 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 Landports, Bangladesh.


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