



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/ 6205

Mr. Sukhendu Bikash Saha (G-26405)  
Deputy General Manager  
Sonali Bank Limited  
General Manager's Office, Dhaka-2  
Dhaka.

Dear Sir,

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India and Nepal.**

Reference may please be made to the letter no. 676 dated 12 February, 2017 of General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 515th meeting held on 17 April, 2017 have sanctioned 20 days leave (outside Bangladesh) including transit period from 3rd week of April, 2017 or from the date of availing with a permission to visit India and Nepal 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.

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, Dhaka-2, 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 Land Ports, Bangladesh.

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