



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-9388)/ 6730

Mr. Mohammad Nazmul Haque (G-33843)
Senior Principal Officer (Manager)
Sonali Bank Limited
Begum Rokeya Sharani Branch
Dhaka.

Dear Sir,

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

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 25/4/17নম্বর.....
এজিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. মাল্যায়ন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্মাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 25 April, 2017

(Handwritten signature and initials)

Reference may please be made to the letter no. 1557 dated 28 March, 2017 of General Manager's Office, Dhaka-2, Dhaka 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 15 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.

As per approval of the authority Mr. Mohammad Abul Hashem, Principal Officer & Joint Custodian (General), Begum Rokeya Sharani Branch, Dhaka will take over the charges of the branch temporarily during your sanctioned leave period.

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) The Deputy General Manager, Sonali Bank Limited, Pricipal Office, Mirpur, Dhaka.
- 04) Manager, Sonali Bank Limited, Begum Rokeya Sharani Branch, Dhaka.
- 05) Mr. Mohammad Abul Hashem, Principal & Joint Custodian (General), Begum Rokeya Sharani Branch, Dhaka
- 06) Immigration Officer, All Airports/All Landports, Bangladesh.

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