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-6806)/ 7412 Dated : 11 May, 2017

Ms. Shahida Milki (G-28354)
Deputy General Manager
SME 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. 1015 dated 10 April, 2017 of SME Division, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Executive committee of the Board of Directors of Sonali Bank Limited in their 58th meeting held on 03 May, 2017 have 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 & 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. Shyamal Kanti Nath, Deputy General Manager, Marketing & Development Division, Head Office, Dhaka will take over the charges of the SME 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, SME 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. Shyamal Kanti Nath, Deputy General Manager, Marketing & Development 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.