



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
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E-mail:dgmpmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-18528)/

F M MASUM (C-43030)
(Passport No-BP 0013064),
Principal Officer,
Public Relations Division,
Sonali Bank Limited,
Head Office, Dhaka,
Bangladesh.

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Dated : 14 May, 2017

Handwritten signature and date: 14.5.17

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference letter No. 840 dated the 24 April, 2017 of Public Relations Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Public Relations Division the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Deputy General Manager, Public Relations Division, Sonali Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Handwritten note: 7512(2)

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