



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-18637)/ 17221

Ms. Syeda Seema Taif (G-35395)
Senior Principal Officer
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 China.**

১. উপস্থাপন করণ
২. প্রায়শ্চিত্ত গ্রহণ
৩. প্রেরণের তারিখ
৪. মাসিক বেতন
৫. প্রয়োজ্যের পদক্ষেপ নিন
৬. নিম্নলিখিত মতে মতামত করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 20 December, 2016
D2016
Mr. Farhan
20/12

Reference may please be made to the letter no. 5375 dated 30 November, 2016 of Sonali Bank Limited, 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 20 days leave (outside Bangladesh) including transit period from 18 January, 2017 or from the date of availing with a permission to visit China 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) 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 3 (three) months from the date of issue.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for 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 leave (outside Bangladesh) sanction letter in the Bank's website.
- 03) Immigration Officer, All Airports, Bangladesh.

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