



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-18706)/ 17361

Dated : 22 December 2016

Ms. Sabina Sultana (G-35968)
Senior Principal Officer
Personnel Management Division (Section-1)
Sonali Bank Limited
Head Office
Dhaka.

ইন্টারন্যাশনাল ট্রাভেলার্জি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 22/12/16
এজিএম-1/2/1. এসএসএ

১. উপস্থাপন করান
২. আদেশ করান
৩. প্রকৃত অবসর দিন
৪. বখতিয়ার করান
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. নিম্নের মধ্যে সম্পাদন করুন

স্বাক্ষরিত জেনারেল ম্যানেজার

Dear Sir,

Subject : **Sanction of 07 days leave (outside Bangladesh) with full pay to visit India .**

Reference may please be made to your application dated 18 December, 2016 on the captioned subject.

We have to advise you that in consideration of your application, the authority has sanctioned 07 days leave (outside Bangladesh) including transit period from 12 January, 2017 or 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) 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 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.
- 02) Senior Principal Officer, Personnel Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
- 03) Immigration Officer, All Airports/ All Landports, Bangladesh.


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