



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-6825)/ 13208

Dated : 24 October, 2016

Mr. Md. Aminul Islam (G-28003)
Assistant General Manager (In-Charge)
Sonali Bank Limited
Mymensingh Business Center Branch
Mymensingh.

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. 3820 dated 03 October, 2016 of Sonali Bank Limited, General Manager's Office, Mymensingh 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 & 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.

As per approval of the authority Mr. Md. Wahiduzzaman, Senior Pricipal Officer, Mymensingh Business Center Branch, Mymensingh will take over the charges of the Mymensingh Business Center Branch, Mymensingh temporarily during your leave period.

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, Mymensingh.
- 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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Mymensingh.
- 04) Mr. Md. Wahiduzzaman, Senior Pricipal Officer, Sonali Bank Limited, Mymensingh Business Center Branch, Mymensingh.
- 05) Immigration Officer, All Airports/All Landports, Bangladesh.