



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
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NO. PMD/OMD/SEC-1/PF(O-4507)/15110

Dated: 01 November, 2016

Mr. Zakir Hossain Khan (G-21567)
Deputy General Manager
Sonali Bank Limited
Prime Minister's Office Corporate Branch
Dhaka.

Dear Sir,

Subject : **Sanction of 08 days leave (outside Bangladesh) with full pay to visit Nepal & Bhutan.**

১. উপস্থাপন করুন
২. আনুষ্ঠানিক
৩. প্রত্যয়ন করুন
৪. মনোনীত করুন
৫. পর্যালোচনা করুন
৬. প্রমোদন করুন

Mr. Shihab

Reference may please be made to the letter no. 10136 dated 17 October, 2016 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 489th meeting held on 30 October, 2016 have sanctioned 08 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit Nepal & Bhutan 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. Shafiqul Islam Sarker, Senior Principal Officer, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka will take over the charges of the branch 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, Sonali Bank Limited, General Manager's Office Dhaka-1, 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) The Deputy General Manager, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka.
- 04) Mr. Md. Shafiqul Islam Sarker, Senior Principal Officer, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka.
- 05) Immigration Officer, All Airports, Bangladesh.

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