



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
Phone : 9564515, 9551121, 01709648168

NO. PMD/OMD/SEC-1/PF(O-6345)/ 216

Mr. Quamruzzaman Chowdhury (G-26144)
General Manager
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit U.S.A & Canada.**

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

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 498th meeting held on 26 December, 2016 have sanctioned 25 days leave (outside Bangladesh) including transit period from 08 January, 2017 or from the date of availing with a permission to visit U.S.A & Canada under the following terms & 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-

(Md. Anwar Hossain)

Deputy 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 letter in the Bank's website.
- 02) PS to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 03) Immigration Officer, All Airports, Bangladesh.

Dated : 04 January, 2017

১. উপস্থাপন কার্যক্রম	
২. আনুগত্য কার্যক্রম	
৩. দ্রুত কার্যক্রম	
৪. নথিভুক্ত কার্যক্রম	
৫. প্রয়োজনীয় কার্যক্রম	
৬.দিনের মধ্যে কার্যক্রম	

ডেপুটি জেনারেল ম্যানেজার

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Deputy General Manager

MD. ANWAR HOSSAIN
Deputy General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka