



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail: dgmpmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-19465)/13

Dated : 04 January, 2017

FOWARA BEGUM (G-35999),
(Passport No-OC 8128382),
Principal Officer,
Sonali Bank Limited,
Manik Miah Avenue Branch, Dhaka,
Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Malaysia & Thailand.

Dear Sir,

Reference letter No. 5069 dated the 14th November, 2016 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Malaysia & Thailand under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, General Manager's Office, Dhaka-2, Sonali Bank Limited, Dhaka.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka.
- Manager, Sonali Bank Limited, Manik Miah Avenue Branch, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.

Assistant General Manager

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