



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-04538)/549

Mr. Mohammed Alauddin (G-21568)
Deputy General Manager
Sonali Bank Limited
Principal Office, Motijheel
Dhaka.

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. 503 dated 29 December, 2016 of Sonali Bank Limited, General Manager's Office Dhaka-2, Dhaka 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 500th meeting held on 09 January, 2017 have 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 :

- 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 Ms. Shahnaz Begum, Assistant General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka will take over the charges of the Principal Office, Motijheel, Dhaka temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Hossain)
Deputy General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office Dhaka-2, Dhaka.
- 02) 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.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office:, Motijheel, Dhaka.
- 04) Ms. Shahnaz Begum, Assistant General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka.
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager

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