



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-7667)/ 550

Dated : 10 January 2017

Mr. Kazi Md. Shamsul Alam (G-28532)  
Senior Principal Officer  
Rural Credit Division  
Sonal Bank Limited  
Head Office  
Dhaka.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1972 dated 26 December, 2016 of Rural Credit Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 30 days leave (outside Bangladesh) including transit period from 15 January, 2017 or 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.

Yours Faithfully,  
S/d-  
( Tauhidul Islam )  
Assistant General Manager

**Copy forward for kind information & necessary action to:**

- 01) The Deputy General Manager, Rural Credit Division, Sonali Bank Limited, Head Office, 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) Immigration Officer, All Airport/ All Landports, Bangladesh.

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