



# SONALI BANK LIMITED

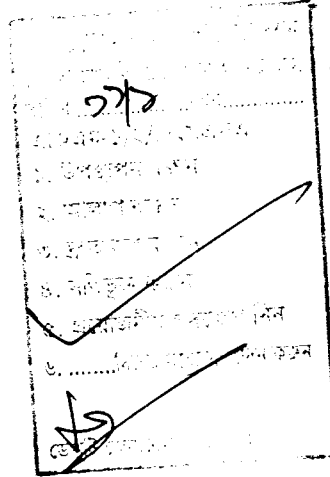
Personnel Management Division  
Staff Management Department (Sec-6)  
Head Office, Motijheel, Dhaka-1000.

Phone:47115437, 9564515  
e-mail : [sbpm6@gmail.com](mailto:sbpm6@gmail.com)

No.PMD/SMD/SEC-6/(JOC-7472)/ 509

Dated: 10 January, 2017

**MD.MONIRUL ISLAM (G-21953)**  
Junior Officer(Cash)  
(Passport No.OC-3089611)  
Sonali Bank Limited  
Malibagh Branch  
Dhaka



200

Mr. Parimal Basak  
12/1

Dear Sir,

**Sub: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit K.S.A for performing 'Holy Omrah'.**

Reference may please be made to the letter no.111 dated 05-01-2017 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, the authority has pleased to sanction you 20(Twenty) days leave (outside Bangladesh) from 16-01-2017 to 04-02-2017 or the date of availment with a permission to visit K.S.A. for performing 'Holy Omrah' 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/ Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as Leave Outside Bangladesh.
- (3) **Over staying is strictly prohibited.**
- (4) This sanctioned letter will remain valid for 3(Three) months from the date of sanctioning .

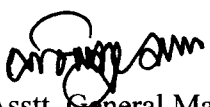
Yours Faithfully

sd/-

(Parimal Bandu Basak)  
Asstt. General Manager

### Copy forwarded for kind information & necessary action to :

- (1) The General Manager, Sonali Bank Limited , General Manager's Office, Dhaka-2, Dhaka . It has a reference to their letter no. 111 dated 05-01-2017.
- (2) 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.
- (3) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- (4) The Deputy General Manager, Sonali Bank Limited, Principal Office , Motijheel, Dhaka.
- (5) Assistant General Manager, Sonali Bank Limited, Malibagh Branch, Dhaka.
- (6) Personal File.

  
Asstt. General Manager  
Parimal Bandu Basak  
Asst. General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office, Dhaka.