



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-)/552

Dated : 11 January, 2017

Ms. Pranati Rani Das (G-33750)
Senior Principal Officer
Personnel Management Division (Section-1)
(Under Order of promotion transfer as
Assistant General Manager to
Jatio Sangshad Bhabon Branch, Dhaka)
Sonali Bank Limited
Head Office
Dhaka.

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Mr. Partho
BPI

Dear Sir,

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit Malaysia.**

Reference may please be made to your application dated 22 December, 2016 on the captioned subject.

We have to advise you that in consideration of your application, the authority has sanctioned 20 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit Malaysia 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 03 (three) months from the date of issue.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant 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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka.
- 03) Assistant General Manager (Incumbent), Sonali Bank Limited, Jatio Sangshad Bhabon Branch, Dhaka.
- 04) Immigration Officer, All Airports, Bangladesh.


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