



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-)/938

Mr. Md. Ataur Rahman (G-26218)  
General Manager  
Sonali Bank Limited  
Head Office  
Dhaka.

Dated : 18 January, 2017

ইনসুরেন্স টিকিটের আবেদন

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ১৮/১/২০১৭

এজিএম-১/২/এসএসএ

১. উপস্থাপনা করুন

২. আনুগত্য করুন

৩. প্রাপ্ত জীবন দিন

৪. নথি সূত্র করুন

৫. প্রয়োজিতম পদক্ষেপ নিন

৬. .... দিনের মধ্যে সম্মতাদন করুন

ডেপুটি ম্যানেজার

Sir,

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Reference may please be made to your application dated 05 January, 2017 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 501st meeting held on 16 January, 2017 have sanctioned 25 days leave (outside Bangladesh) including transit period from 13 February, 2017 or from the date of availing with a permission to visit U.S.A. 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.

Yours Faithfully,  
S/d-  
( Md. Anwar Hossain )  
Deputy General Manager

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

- 01) All General Managers, 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) PS to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 04) Immigration Officer, All Airports, Bangladesh.

  
Deputy General Manager

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