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-7136)/ 1021 Dated : 19 January 2017

Mr. A.K.M. Monsoor Rahman Mallick (G-09284)
Senior Principal Officer
Sonali Bank Limited
General Manager's Office, Dhaka-1
Dhaka.

Dear Sir,

Subject : **Sanction of 16 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 136 dated 05 January, 2017 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 16 days leave (outside Bangladesh) including transit period 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 General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, 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 Airports/All Landports, Bangladesh.

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

AdV. Fr.(Eng.)A4 (SEO & AGM-2016)