



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 95564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-9287)/ 1019

Dated : 19 January, 2017

Mr. Md. Zahid Iqbal (G-34195)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Netrokona Branch
Netrokona.

Dear Sir,

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

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২৬০
ডেপুটি সিনিয়র ম্যানেজার

২৬০
Taufiqul Islam

Reference may please be made to the letter no. 4685 dated 14 December, 2016 of Sonali Bank Limited, General Manager's Office, Mymensingh 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 15 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 03 (three) months from the date of issue.

As per approval of the authority General Manager's Office, Mymensingh will depute a suitable Manager temporarily to take over the charges of the Netrokona Branch, Netrokona during your leave period.

Yours Faithfully,

S/d-

(Taufiqul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. As per approval of the authority they are requested to depute a suitable Manager temporarily to take over the charges of the Netrokona Branch, Netrokona during leave period.
- 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) The Assistant General Manager, Sonali Bank Limited, Regional Office, Netrokona.
- 04) The Assistant General Manager (Incumbent), Sonali Bank Limited, Netrokona Branch, Netrokona.
- 05) Immigration Officer, All Airports/ All Landports, Bangladesh.

Assistant General Manager

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