



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000  
Bangladesh.  
Phone: +8802-9550426-34  
Fax: +88-02-9561409  
E-mail: dgmpmd@sonalibank.com.bd  
Deputy General Manager  
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-12675)/1068

**MD SHAHIDUZZAMAN MIA (G-31600),**  
(Passport No-OC 8107196),  
Principal Officer,  
Research, Planning and Modernization Division,  
Sonali Bank Limited,  
Head Office, Dhaka,  
Bangladesh.

Date: 29 January, 2017

60/2

686

M. Faruk

2017

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 46 dated the 11<sup>th</sup> January, 2017 of Research, Planning And Modernization Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Research, Planning and Modernization Division the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,  
Sd/-

(Tauhidul Islam)  
Assistant General Manager  
Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Research, Planning And Modernization Division, Sonali Bank Limited, Head Office, Dhaka.
- 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.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/ Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

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