



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-8151)/2019

Dated : 08 February, 2017

Ms. Shamima Tasneem (G-15330)

Senior Principal Officer

Sonali Bank Limited

Comilla Corporate Branch

Comilla.

Dear Sir,

Subject : **Sanction of 50 days leave (outside Bangladesh) with full pay to visit Australia.**

Reference may please be made to the letter no. 511 dated 24 January, 2017 of Sonali Bank Limited, General Manager's Office, Comilla 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 50 days leave (outside Bangladesh) including transit period from 20 February, 2017 or from the date of availing with a permission to visit Australia 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, Comilla.
- 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 Deputy General Manager, Sonali Bank Limited, Comilla Corporate Branch, Comilla.
- 04) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager