

NO. PMD/OMD/SEC-1/PF(O-9565)/ 2090 ১২/০২/১৭ Dated : 09 February, 2017

Mr. Mohammed Shafiul Alam (G-34873)
Assistant General Manager
Sonali Bank Limited
Ramna Corporate Branch
Dhaka.

Dear Sir,

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

Reference may please be made to the letter no. 493 dated 23 January, 2017 of Ramna Corporate Branch, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, Dhaka, the authority has sanctioned 20 days leave (outside Bangladesh) including transit period from 10 February. 2017 or 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.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, Ramna Corporate Branch, 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