



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka.

**Personnel Management Division**  
**Officer Management Department(Sec-1)**  
E-Mail : dgmpmd@sonalibank.com.bd  
64515, 9551121, 01787695513

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখঃ ১৬/২/১৭  
১. উপস্থাপন করুন  
২. আশাপ করুন  
৩. ফ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

NO. PMD/OMD/SEC-1/PF(O-11501)/2601

Dated : 16 February, 2017

Ms. Lipika Das (G-35724)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Urdu Road Branch  
Dhaka.

Dear Sir,

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

Reference may please be made to the letter no. 677 dated 09 February, 2017 of General Manager's Office Dhaka-2, 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 20 days leave (outside Bangladesh) including transit period from 21 February, 2017 or from the date of availing with a permission to visit India and Thailand 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 and 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 Mr. Md. Nurul Islam Miah (G-20920), Principal Officer & Joint Custodian (General), Urdu Road Branch, Dhaka will take over the charges of the branch temporarily during your sanctioned leave period.

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-2, 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) The Deputy General Manager, Sonali Bank Limited, Pricipal Office, Ramna, Dhaka.
- 04) Immigration Officer, All Airport/ All Landport, Bangladesh.
- 05) Mr. Md. Nurul Islam Miah (G-20920), Principal Officer & Joint Custodian (General), Sonali Bank Limited, Urdu Road Branch, Dhaka

  
Assistant General Manager  
Personnel Management Division  
Sonali Bank Limited