



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-11468)/ 2665

ইনকম্পেন্সন টেকনোলজি ডিভিশন

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ১৯/০২/১৭

এজিএম-১/২/ এসএসএ

১. উপস্থাপন করুন

২. আলোচন করুন

৩. দ্রুত জবাব দিন

৪. নথিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ দিন

৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার যানোয়ার

Dated : 19 February 2017

১৪১০০
Mr. Tauhidul Islam

Ms. Mahbuba Hussain (G-35693)
Senior Principal Officer
International Trade Finance Division-1
Sonal Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 60 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Reference may please be made to the letter no. 171 dated 30 January, 2017 of International Trade Finance Division-1, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 60 days leave (outside Bangladesh) including transit period from 06 March, 2017 or from the date of availing with a permission to visit U.S.A 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.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The Deputy General Manager, International Trade Finance Division-1, Sonali Bank Limited, Head Office, 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, Bangladesh.

Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonal Bank Limited
Head Office Dhaka