



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-9242)/ 2719

Dated : 22 February, 2017

Mr. Md. Azharul Islam (G-17634)

Senior Principal Officer

Inspection & Audit Division-2

Sonali Bank Limited

Head Office

Dhaka.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. B-290 dated 06 February, 2017 of Inspection & Audit Division-2, 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 30 days leave (outside Bangladesh) including transit period from 26 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 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, Inspection & Audit Division-2, 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/ All Landports, Bangladesh.


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