



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

Head Office  
Motijheel  
Dhaka.

**Personnel Management Division**  
**Officer Management Department(Sec-1)**

E-mail: [personnel@sonalibank.com.bd](mailto:personnel@sonalibank.com.bd)  
9551121, 01787695513

ইনফর্মেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, মতিঝিল, ঢাকা  
ক্রমিক নং: 9564515  
তারিখ: ২২/০২/২০১৭  
অফিস নং: ১৭/১, অসওয়াদ  
১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্মত করুন  
ডেপুটি মেনেজার ম্যানেজার

NO. PMD/OMD/SEC-1/PF(O-11270)/ 2789

Dated : 22 February, 2017

Mr. Gazi Mohd. Shohiduzzaman (G-35142)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Joydebpur Branch  
Gazipur.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 673 dated 09 February, 2017 of General Manager's Office, Dhaka-1, 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 15 days leave (outside Bangladesh) including transit period 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.

As per approval of the authority, Principal Office, Gazipur will depute a sutiable Manager temporarily in Joydebpur Branch, Gazipur during your 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-1, Dhaka.
- 02) The Deputy General Manager, Sonali Bank Limited, Principal Office, Gazipur. As per approval of the authority they are requested to depute a sutiable Manager temporarily in Joydebpur Branch, Gazipur during leave period.
- 03) 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.
- 04) Manager, Sonali Bank Limited, Joydebpur Branch, Gazipur.
- 05) Immigration Officer, All Airports/ All Landports, Bangladesh.

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