



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-19320)/2928

Mr. Mohammad Mainuddin Majumder (G-35356)
Senior Principal Officer
Deputy Managing Director's Secretariat-1
Sonali Bank Limited
Head Office
Dhaka.

সোনালী ব্যাংক লিমিটেড
পার্সোনেল ম্যানেজমেন্ট ডিভিশন
অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেক-১)
তারিখ: 29/2/2017
ক্রমিক নং: ১/২/এসএসএ

১. উপস্থাপন করুন
২. প্রত্যাপন করুন
৩. প্রকৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার ম্যানেজার

Dated: 26 February, 2017

Dear Sir,

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

Reference may please be made to your application dated 14 February, 2017 on the captioned subject .

We have to advise you that in consideration of your application, 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 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, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 02) PS to Deputy Managing Director-1, Sonali Bank Limited, Head Office, Dhaka.
- 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.