



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

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

ইনফর্মেশন	৯৫৫১১২১
সোনালী ব্যাংক লিমিটেড	পার্সোনেল ম্যানেজমেন্ট বিভাগ
সুবিধা	২০
১. পত্র প্রমাণ-১/২/ এসএসএ	
২. পত্র প্রমাণ করুন	
৩. পত্র প্রমাণ করুন	
৪. পত্র প্রমাণ দিন	
৫. পত্র প্রমাণ করুন	
৬. প্রয়োজনীয় পদক্ষেপ দিন	
৭.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি সিনিয়র প্রিন্সিপাল ম্যানেজার	

NO. PMD/OMD/SEC-1/PF(O-6548)/2601

Mr. Md. Ezaharul Hoque Mia (G-28371)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Thakurgaon Branch
Thakurgaon.

Dated : 27 February, 2017

Dear Sir,

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

Reference may please be made to the letter no. 917 dated 08 February, 2017 of General Manager's Office, Rangpur 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 12 March, 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.

As per approval of the authority Mr. Md. Sadrul Amin, Senior Principal Officer, Thakurgaon Branch, Thakurgaon 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, Rangpur.
- 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, Thakurgaon.
- 04) Assistant General Manager (Incumbent), Sonali Bank Limited, Thakurgaon Branch, Thakurgaon.
- 05) Mr. Md. Sadrul Amin, Senior Principal Officer, Sonali Bank Limited, Thakurgaon Branch, Thakurgaon.
- 06) Immigration Officer, All Airports/ All Landports, Bangladesh.


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