



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**  
 Head Office  
 Motijheel, Dhaka-1000  
 Bangladesh.

**Personnel Management Division**  
**Staff Management Department (Sec-7)**  
 ☎ : 47115437, Fax-9573765  
 E-mail: sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(AOG-2-433)/ 3069

ইনফরমেশন সিকোনোমিডিজি ডিভিশন  
 স্টাফ ম্যানেজমেন্ট ডিভিশন  
 ১/২/১৭ এমএমএ  
 ডেপুটি জেনারেল ম্যানেজার

Dated : 27 February, 2017

**MOHAMMAD ABU HANIF(G-29010)**  
**(Passport No. OC - 2090533)**  
 Assistant Officer Grade-2  
 Sonali Bank Limited  
 Ranishankail Branch  
 Thakurgaon.

*(Handwritten signatures and initials)*

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir,

Reference may please be made to the letter no.-934 dated 08 February, 2017 of Sonali Bank Limited, 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, Rangpur, the authority has sanctioned 10(Ten) days leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. Over stay in abroad will not be allowed.
04. This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours Faithfully,  
 Sd/-

(Parimal Bandu Basak)  
 Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
02. The Deputy General Manager, Information and Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Thakurgaon.
04. Immigration Officer, All Airports /All Land Ports, Bangladesh.
05. The Manager, Sonali Bank Limited, Ranishankail Branch, Thakurgaon.
06. Personal File Copy.

*(Handwritten signature)*  
 Assistant General Manager  
 Parimal Bandu Basak  
 Asst. General Manager  
 Personnel Management Division  
 Sonali Bank Limited  
 Head Office, Dhaka