



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail: dgmpmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-08766)/3088

MD ISMAIL MIAH (G15690),
(Passport No-OC 1102572),
Principal Officer,
International Trade Finance Division-2,
Sonali Bank Limited,
Head Office, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ১/১০	নং: ১১০
প্রতিবেদন: ১/১০/১১০	
১. উপস্থাপন করণ	
২. পর্যালোচনা করণ	
৩. প্রাপ্ত জন্মাব দিন	
৪. দায়িত্বের পরিধি	
৫. প্রয়োজনীয় পরামর্শ দিন	
৬.দিনের মধ্যে সুসংগঠিত করণ	
ডেপুটি ম্যানেজিং অফিসার	

Dated : 28 February, 2017

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference letter No. 44 dated the 08 January, 2017 of International Trade Finance Division-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of International Trade Finance Division-2 the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information 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.
- Deputy General Manager, International Trade Finance Division-2, Sonali Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

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