



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmmamd@sonalibank.com.bd
Phone: 9564515, 9551121, 01709648168

NO. PMD/OMD/SEC-1/PF(O-4405)/ 3174

Ms. Kaniz Fatema Choudhury (22628)

General Manager

Sonali Bank Limited

General Manager's Office

Sylhet.

Sir,

Subject : **Sanction of 07 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 04, dated 09 February, 2017 of General Manager's Office, Sylhet on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Executive committee of the Board of Directors of Sonali Bank Limited in their 56th meeting held on 28 February, 2017 have sanctioned 07 days leave (outside Bangladesh) including transit period from 2nd week of March, 2017 or from the date of availing with a permission to visit India under the following terms & 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 Mr. Surajit Kumar Saha (24775), Deputy General Manager, General Manager's Office, Sylhet will take over the charges of the General Manager's Office, Sylhet temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Hossain)

Deputy General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- 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) Mr. Surajit Kumar Saha (24775), Deputy General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- 04) P.S. to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager

MD. ANWAR HOSSAIN
Deputy General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.