



**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-11606)/3091

**MD SHAHARAB HOSSAIN (G-24252),**  
(Passport No. OC 1104732),  
Principal Officer,  
Sonali Bank Limited,  
Principal Office, Dinajpur,  
Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
অফিস নম্বর: ১৫০  
এজিএম-১/২/এসএসএ  
১. উপস্থাপন করুন  
২. মাসিক ভাতা  
৩. দ্রুত ভ্রমণ দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পরামর্শ দিন  
৬. পিনের মধ্যে সম্মতি করুন  
ডেপুটি জেনারেল ম্যানেজার

Dated : 02 March, 2017

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 1111 dated the 15 February, 2017 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 (Thirty) 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:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
- 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, Sonali Bank Limited, Principal Office, Dinajpur.
- 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