



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

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NO.PMD/OMD/SEC-2/(CF-14635)/3360

**MD MONIRUZZAMAN (C-37503),**  
(Passport No-OC 2142931),  
Principal Officer,  
Foreign Remittance Management Division,  
Sonali Bank Limited,  
Head Office, Dhaka,  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৭/০৩/১৭
এসিএম/২/এসএসএ
১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .... দিনের মধ্যে পূর্ণাঙ্গন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 07 March, 2017

**Subject : Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 212 dated the 18 January, 2017 of Foreign Remittance Management Division on the captioned subject.

We have to advise that in consideration of your application and recommendation of Foreign Remittance Management Division the authority has sanctioned 12 (Twelve) 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, Foreign Remittance Management Division, 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.