



**সোনালী ব্যাংক লিমিটেড**

**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka.

**Personnel Management Division**  
**Officer Management Department(Sec-1)**  
E-Mail : dgmpmd@sonalibank.com.bd  
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-)/ 3371

Mr. Nur Mohammad (G-28221)  
Senior Principal Officer  
Inspection & Audit Division-1  
Sonali Bank Limited  
Head Office  
Dhaka.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 420 dated 14 February, 2017 of Inspection & Audit Division-1, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 12 March, 2017 or from the date of availing with a permission to visit India under the following terms & conditions :

**Conditions :**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited and 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.

Yours Faithfully,

S/d-

( Tauhidul Islam )  
Assistant General Manager

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

- 01) The Deputy General Manager, Inspection & Audit Division-1, Sonali Bank Limited, Head Office, Dhaka.
- 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) Immigration Officer, All Airports/ All Landports, Bangladesh.

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