



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

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

NO. PMD/OMD/SEC-1/PF(O-7708)/ 3484

Ms. Nasima Aktar (G-28449)  
Senior Principal Officer  
Sonal Bank Limited  
Wage Earners' Corporate Branch  
Dhaka.

Dear Sir,

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

|   |              |
|---|--------------|
| ইনকোম্পেন্সড ট্রাভেল ভিজিটেশন                 |              |
| সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা |              |
| তারিখ: ৬/৩/১৭                                 | নম্বর: ..... |
| এজিএম-১/২/এ এসএসএ                             |              |
| ১. উপস্থাপন করুন                              |              |
| ২. অন্বেষণ করুন                               |              |
| ৩. প্রত্যাহার দিন                             |              |
| ৪. মঞ্জুরি করুন                               |              |
| ৫. প্রয়োজনের পদক্ষেপ নিন                     |              |
| ৬. ....দিনের মধ্যে সমাপ্তি করুন               |              |
| ডেপুটি ম্যানেজার ম্যানেজার                    |              |

Dated : 07 March, 2017

Reference may please be made to the letter no. 789 dated 19 February, 2017 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period 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 General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, 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) The Deputy General Manager, Sonali Bank Limited, Wage Earners' Corporate Branch, Dhaka.
- 04) Immigration Officer, All Airports/ All Landports, Bangladesh.

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