



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-8144)/ 3485

Ms. Hamida Begum (C-15063)  
Senior Principal Officer  
Sonal Bank Limited  
Faridpur Corporate Branch  
Faridpur.

Dear Sir,

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

১. উপস্থাপনা কার্যক্রম	.....
২. মতামত প্রদান	.....
৩. অনুমতি প্রদান	.....
৪. সফটওয়্যার প্রদান	.....
৫. প্রকল্পের পদক্ষেপ নিয়ন্ত্রণ	.....
৬. নিয়ন্ত্রণ ব্যবস্থা সম্পাদনা	.....

ডেপুটি সিনিয়র ম্যানেজার

Dated : 07 March, 2017

Reference may please be made to the letter no. 747 dated 14 February, 2017 of General Manager's Office, Faridpur 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 19 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 General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
- 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 Assistant General Manager (Incumbent), Sonali Bank Limited, Faridpur Corporate Branch, Faridpur.
- 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