



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

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

NO. PMD/OMD/SEC-1/PF(O-)/3517

Mr. Mohammad Abdul Muttalib (G-27454)

Deputy General Manager

Sonali Bank Limited

Principal Office

Gazipur.

Dear Sir,

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit U.S.A.**

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, পল্লব অফিস, ঢাকা

তারিখ: ০৮/০৩/১৭
এজিএম-১/২/এসওএ

১. উপস্থাপন করুন
২. আদ্যপ করুন
৩. দ্রুত অব্যবহিত দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার মাহনাজ

Dated : 08 March, 2017

Reference may please be made to the letter no. 303 dated 19 January, 2017 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 56th meeting held on 28 February, 2017 have sanctioned 25 days leave (outside Bangladesh) including transit period from 26 May, 2017 or from the date of availing with a permission to visit U.S.A. 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 & 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.

As per approval of the authority Mr. Md. Mosharraf Hossain, Assistant General Manager, Principal Office, Gazipur will take over the charges of the Office temporarily during your leave period.

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, Principal Office, Gazipur.
- 04) Mr. Md. Mosharraf Hossain, Assistant General Manager, Sonali Bank Limited, Principal Office, Gazipur.
- 05) Immigration Officer, All Airports, Bangladesh.

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