



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
 Head Office
 Motijheel
 Dhaka.

2

Personnel Management Division
Officer Management Department(Sec-1)
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 ☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6774)/ 3527

Mr. Kazi Md. Khaled Saifullah (G-28589)
 Assistant General Manager
 Agro-Based Project Financing Division
 Sonali Bank Limited
 Head Office
 Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
 সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা
 তারিখ: ১৫/৩/১৭ নম্বর:
 এজিএম-১/২/ এসএসএ
 ১. উপস্থাপন করুন
 ২. মতামত করুন
 ৩. সীলত ডাবাব দিন
 ৪. মর্মেতুর করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সমাপ্ত করুন
 ডেপুটি সিনিয়র ম্যানেজার

Dated : 08 March, 2017
 ১৫/৩/১৭
 G. Saifullah
 ১৫/৩

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. 454 dated 05 March, 2017 of Agro-Based project Financing Division, 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 20 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 & 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, Agro-Based project Financing Division, 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.

(Handwritten Signature)

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