



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
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NO. PMD/OMD/SEC-1/PF(O-6829)/4559

Ms. Kabita Kalpana Lata (G-28487)
Deputy General Manager
Information Technology Division-1
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Mr. Sayedur Rahman

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit Nepal.**

Reference may please be made to the letter no. 770 dated 19 March, 2017 of Information Technology Division-1, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 511th meeting held on 23 March, 2017 have sanctioned 10 days leave (outside Bangladesh) including transit period from 30 March, 2017 or from the date of availing with a permission to visit Nepal 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) The Period of traveling will be adjusted from earned leave.
- 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. Sayedur Rahman, Deputy General Manager, Card Division, Sonali Bank Limited, Head Office, Dhaka will take over the charges of the Information Technology Division-1, Head Office, Dhaka 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, Information Technology Division-1/Card 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) Mr. Md. Sayedur Rahman, Deputy General Manager, Card Division, Sonali Bank Limited, Head Office, Dhaka
- 04) Immigration Officer, All Airports, Bangladesh.

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