



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

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Bangladesh.  
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NO.PMD/OMD/SEC-2/(CF(SOC)-04277)/4138

A N M NAZMUL HAQUE (G-19188),  
(Passport No-OC 0084844),  
Principal Officer,  
Sonali Bank Limited,  
Regional Office, Narail,  
Bangladesh.

বিনয়িত	Deputy General Manager
সোনালী ব্যাংক লিমিটেড	Phone: +8802-9564515
তারিখ: ১৬/৩/১৭	নম্বর: ২০০৩
এজিএম-১/২/এসএসএ	
১. উপস্থাপন করুন	
২. প্রত্যাপন করুন	
৩. প্রত্যাখ্যান দিন	
৪. নথিভুক্ত করুন	
৫. পর্যালোচনীয় পদক্ষেপ দিন	
৬. .... দিনের মধ্যে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

Dated : 23 March, 2017

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 993 dated the 06 March, 2017 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,  
Sd/-

(Tauhidul Islam)  
Assistant General Manager  
Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Narail.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/Bhomra, Satkhira/All Land Ports, Bangladesh.

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