



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

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NO.PMD/OMD/SEC-2/(CF-15682)/

S COUSHIK AHMED (C-38012)  
(Passport No-BN 0684476),  
Programmer,  
Chief Security Officer's Office,  
Sonali Bank Limited,  
Head Office, Dhaka,  
Bangladesh.

ইনকোর্পোরেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০/৪/১৭
এজিএম-১/২/১, এসএসএ
১. উপস্থাপন করুন
২. আলোচনা করুন
৩. প্রকৃত জবাব দিন
৪. মর্মেত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ...বিষয়ে মধ্যে সম্মত করুন
↓
ডেপুটি জেনারেল ম্যানেজার

Dated : 06 April, 2017

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 94 dated the 22 March, 2017 of Chief Security Officer's Office, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Chief Security Officer's Office the authority has sanctioned 15 (Fifteen) 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:-**

- 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.
- Chief Security Officer, Chief Security Officer's Office, Sonali Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

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