



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-4747)/ 6206

Mr. S.M. Mosir Uddin Waresi (G23753)
Deputy General Manager
Sonali Bank Limited
Principal Office
Pabna.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India and Singapore.**

তারিখ: 2018
৫. ৩১-১/১/১৭ এসএসএ
১. উপস্থাপন করুন
২. স্বাক্ষর করুন
৩. স্মারক প্রদান দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সমাপ্ত করুন
ডেপুটি ম্যানেজার

Dated : 19 April, 2017

Reference may please be made to the letter no. 1256 dated 14 March, 2017 of General Manager's Office, Rajshahi 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 Board of Directors of Sonali Bank Limited in their 515th meeting held on 17 April, 2017 have sanctioned 30 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India and Singapore 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. Abdus Sattar, Assistant General Manager, Principal Office, Pabna 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, Rajshahi.
- 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, Pabna.
- 04) Mr. Md. Abdus Sattar, Assistant General Manager, Principal Office, Pabna
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.


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