



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

Head Office  
Motijheel  
Dhaka.

**Personnel Management Division**  
**Officer Management Department(Sec-1)**  
E-Mail : dgmpmd@sonalibank.com.bd  
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-11578)/ 6351

Dated : 20 April, 2017

Mr. Md. Solaiman Ali (G-17943)  
Senior Protocol Officer  
Managing Director's Secretariat  
Sonali Bank Limited  
Head Office  
Dhaka.

Dear Sir,

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

*৩০*  
*Mr. Solaiman*  
*20/4/17*

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ১৩ তালিকা... ২০/৪... নম্বর..... এজিএম-১/২/ এসএসএ ১. উপস্থাপন করুন ২. আলাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পাদন করুন ডেপুটি জেনারেল ম্যানেজার
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Reference may please be made to the letter no. 118 dated 12 April, 2017 of Managing Director's Secretariat, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Managing Director's Secretariat, the authority has sanctioned 30 days leave (outside Bangladesh) including transit period from 21 April, 2017 or from the date of availing with a permission to visit India/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 and 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 information & necessary action to:**

01. The Deputy General Manager, Managing Director's Secretariat, 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.

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