



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, 01709648168

NO. PMD/OMD/SEC-1/PF(O-6300)/ 6637

Mr. Md. Abdul Gafur (G-26795)
Deputy General Manager
Common Services Division
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : Permission to visit India for 15 days from 26 April, 2017 to 10 May, 2017.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৪/৪/১৭
এস/এম-১/১/১/ এসএসএ
১. উপস্থাপন করুন
২. আনুগত্য করুন
৩. প্রকৃত অবসর দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 23 April, 2017

(Handwritten initials)

(Handwritten signature: Mr. Panthar)

Reference may please be made to the letter no. 346 dated 21 March, 2017 of Common Services Division, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Board of Directors of Sonali Bank Limited in their 515th meeting held on 17 April, 2017 have sanctioned 15 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India 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, in connection to your application dated 19 April, 2017 you are allowed to visit India for 15 days during mandatory recreation leave (26 April to 10 May, 2017) including transit period under the above terms & conditions.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Common Services 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) Immigration Officer, All Airports/All Land Ports, Bangladesh.

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