



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-19795/6808

Dated:-27<sup>th</sup> April, 2017

MD.SAZZAD HOSSAIN (C-44065)  
Passport No: BL 0700750  
Senior Officer  
Information Technology Division-2  
Sonali Bank Limited  
Head Office,Dhaka

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the conspicuous places in India & Thailand under the following terms and conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

- ✓ 01. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no. 755 dated the 16<sup>th</sup> April, 2017. They are requested to send his joining report after availment of leave.
02. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh
03. Immigration Officer, All Land Ports, Bangladesh/All other International Airports of Bangladesh
04. Personal File/Office Copy/Master Copy/E-mail Copy

Assistant General Manager  
MD. SIRAJUL ISLAM  
Assistant General Manager  
Personnel Management Division (Sec.3/4)  
Sonali Bank Limited  
Head Office, Dhaka.

