



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-04538)/ 7172

Mr. Mohammed Alauddin (21568)  
Deputy General Manager  
Sonali Bank Limited  
Principal Office, Motijheel  
Dhaka.

Dear Sir,

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1703 dated 09 April, 2017 of General Manager's Office Dhaka-2, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Executive committee of the Board of Directors of Sonali Bank Limited in their 58th meeting held on 03 May, 2017 have sanctioned 10 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India as medical attendant 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 3 (three) months from the date of issue.

As per approval of the authority Ms. Shahnaz Begum, Assistant General Manager, Principal Office, Motijheel, Dhaka will take over the charges of the Principal 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 Dhaka-2, 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) The Deputy General Manager, Sonali Bank Limited, Principal Officer, Motijheel, Dhaka.
- 04) Ms. Shahnaz Begum, Assistant General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka.
- 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