



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

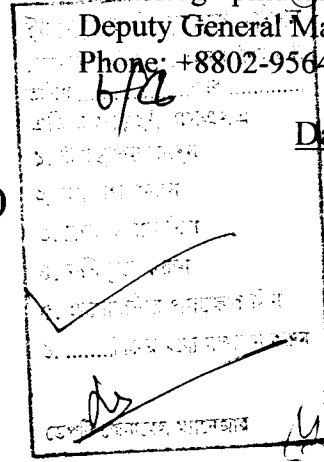
Head Office, Dhaka-1000  
Bangladesh.  
Phone: +8802-9550426-34  
Fax: +88-02-9561409  
E-mail: dgmpmd@sonalibank.com.bd

Deputy General Manager  
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-14566)/ 7270

Dated : 07 May, 2017

**MOHAMMAD RAYHAN SHARIF (C-37564)**  
(Passport No-BN 0573167)  
Principal Officer  
Sonali Bank Limited  
Banani Branch, Dhaka  
Bangladesh.



**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India & Singapore.**

Dear Sir,

Reference letter No. 1703 dated the 17 April, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India & Singapore under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,  
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabondhu Avenue, Dhaka.
- Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Manager, Sonali Bank Limited, Banani Branch, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Shah Amanat International Airport, Chittagong/Benapole, Jessore/ Burimari, Lalmonirhat /All Land Ports, Bangladesh.

Assistant General Manager

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