



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

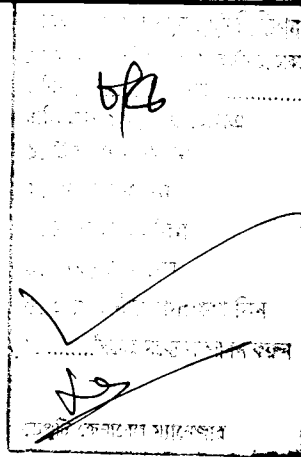
Head Office
Motijheel
Dhaka.

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

NO. PMD/OMD/SEC-1/PF(O-7697)/ 7224

Dated : 07 May, 2017

Mr. Kh. Golam Zakaria (G-30333)
Assistant General Manager
SME Division
Sonali Bank Limited
Head Office
Dhaka.



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Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1105 dated 25 April, 2017 of SME Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has 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 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, SME 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 Landports, Bangladesh.

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Assistant General Manager

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