



**Sonali Bank Limited**  
Head Office, Motijheel,  
Dhaka.

Loan Classification Division  
(Loan Classification Department)  
Phone: 02-9565364

NO:HO : LCD : CD/

Date: 31 July, 2018

**MEMORANDUM**

Permission to visit India for 15 days : Mr. Khondaker Abdul Wakib (G-36088)  
Senior Principal Officer, Loan Classification Division, Sonali Bank Limited, Head  
Office, Dhaka.

Mr. Khondaker Abdul Wakib (G-36088), Senior Principal Officer of this Division  
has been sanctioned 15 days leave (Outside Bangladesh) including transit period  
from 01 August, 2018 or from the date of availment with a permission to visit India  
vide Head Office Letter No.HRMD/OMD/SEC-1/7882 dated 10 June, 2018.

Now as per application dated 29<sup>th</sup> July, 2018 he will be released from this Office as  
at the closed of business of 31<sup>st</sup> July, 2018 to avail the aforesaid leave.

He is advised to join the Office in due time after the availment of sanctioned leave.

Mr. Khondaker Abdul Wakib (G-36088)  
Senior Principal Officer  
Loan Classification Division  
Loan Classification Department  
Sonali Bank Limited  
Head Office  
Dhaka.

স্বাক্ষরিত সৈকেন্দ্রিক ডিভিশন (বিজ্ঞান বিভাগ)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 31.07.18  
একমুখী/দ্বিমুখী/ত্রিমুখী/প্রত্যক্ষ/ইতি (কোড)  
১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. প্রত্যক্ষ করার দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
মি. মন্ডল  
ডেপুটি জেনারেল ম্যানেজার

Sd/-  
(Parimal Bandhu Basak)  
Deputy General Manager

**Copy forward for kind information & Necessary action to:**

1. The Deputy General Manager, Human Resource Management Division,  
Officer Management Department (Section-1), Sonali Bank Limited, Head  
Office, Dhaka.
2. The Deputy General Manager, Information Technology Division, Sonali  
Bank Limited, Head Office, Dhaka. They are requested to upload the  
leave (Outside Bangladesh) sanction letter in the Bank's website.
3. The Immigration Officer, All Airports/Landports, Bangladesh.
4. Mr.A,K,M, Zakir Hossain, Senior Principal Officer, is hereby advised to  
perform the duties of Mr.Khondaker Abdul Wakib during his leave in  
addition to his duties.

Deputy General Manager