



**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/O-21762/11671

Dated : 18 September, 2016

Mrs. Sonali Dhar Koly (C 45726)

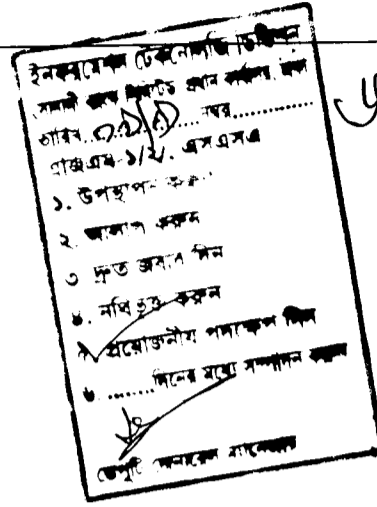
Passport No: BL 0437334

Senior Officer

Sonali Bank Limited

Netrokona Branch

Netrokona.



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**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit South Korea to meet with your husband.**

Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Mymensing, dated 04<sup>th</sup> August, 2016 the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit South Korea to meet your husband 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. General Manager, Sonali Bank Limited, General Manager's Office, Mymensing. It has a refer to their letter no. 3223 dated 04<sup>th</sup> August, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Netrokona.. They are requested to send her joining report after availment of the leave.
04. Manager, Sonali Bank Limited, Netrokona Branch, Netrokona.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

*Handwritten signature*  
 Assistant General Manager  
**MD SIRAJUL ISLAM**  
 Assistant General Manager  
 Personnel Management Division-3  
 Sonali Bank Limited  
 Head Office, Dhaka