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-6830)/ 12044

Dated : 22 September, 2016

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ 28/9 নম্বর
এজিএম-১/১/, এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ..... দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr. K.M. Rezaul Islam (G-28023)
Assistant General Manager
Sonali Bank Limited
General Manager's Office
Mymensingh.

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. 3500 dated 31 August, 2016 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, 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 & 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 3 (three) months from the date of issue.

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, Mymensingh.
02) The 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.
03) Immigration Officer, All Airports/All Landports, Bangladesh.

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

AdV Fr.(Eng.)A4 (SEO & AGM-2016)