



SONALI BANK LIMITED
PRINCIPAL OFFICE, KHULNA

Phone- 720493,722263
E-Mail : sbpokhul@gmail.com

DATED: .19.09.2016

NO: POK/PMD/OB/

Mrs. Bilkis Begum (G- 26872)
Senior Principal Officer
Sonali Bank Limited
Principal Office
Khulna.

Dear Sir,

Sub: Sanction of 15 (Fifteen) days Leave (Outside Bangladesh) with full pay to visit India.

Reference your application Dt.16.08.2016 and recommendation of General Manager's Office, Khulna letter No. GMOK/LEAVE(OB)/4163 Dt. 23.08.2016 we would like to inform you that Personnel Management Division, Officer Management Department, Sec-1, Sonali Bank Limited, Head Office, Dhaka, letter No. PMD/OMD/Sec-1/PF(O-5827)/11761 Dt. 08.09.2016 has sanctioned 15(Fifteen) days leave (out side Bangladesh) including Transit Period from 22 September,2016 Or from the date of availing with a permission to visit India under the following terms and conditions:

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/ Govt. of Bangladesh.
- 2) It will be treated as leave -Outside Bangladesh.
- 3) Over stay in aboard will not be allowed.
- 4) This sanction letter will remain valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-xxx

(Md. Mosharaf Hossain)
Dy. General Manager.

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's office, Khulna.
02. The Deputy General Manager, Personnel Management Division, Officer Management Department (sec-1), Sonali Bank Limited, Head Office, Dhaka.
03. The Deputy General Manager, Information Tecnology Division-2, Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.

Dy. General Manager.