



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: 9550426-34
Fax-88-02-9561409
E-mail:dgmpmd@sonalibank.com.bd
Dy. General Manager
Phone: 9564515

NO.PMD/OMD/SEC-2/(PF-15002)/

Mrs. Sayedatunnesha (C-37840),
(Passport No-OC 7109418),
Principal Officer,
Sonali Bank Limited,
Principal Office,
Gazipur,
Bangladesh.

ইনফরমেশন প্রদানকারী কর্মকর্তার নাম	প্রধান কার্যালয়, ঢাকা
তারিখ	০৫/১০/১৬
এজিএম-১/২/৩	এসএসএ
১. উপস্থাপন করুন	
২. তদারকি করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬.দিনের মধ্যে সম্মত করুন	
ডেপুটি সিনিয়র ম্যানেজার	

Dated :29 September, 2016.

Subject : Sanction of 52 (Fifty Two) days leave (OutsideBangladesh) with full pay to visit in Australia.

Dear Sir,

Reference letter No.7053 dated the 19th September, 2016 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 the authority has sanctioned 52 (Fifty Two) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit to meet with husband along with son in Australia 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/Govt. of Bangladesh.
- 2)This sanctioned leave will be treated as Leave outside Bangladesh.
- 3)Staying abroad over the sanctioned leave is strictly prohibited.
- 4)This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)
Assistant General Manager.
Phone: 02-9551121

copy forwarded for kind information & necessary action to :-

- 1.General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
- 2.Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 12205 3.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.
- 4.Deputy General Manager, Sonali Bank Limited, Principal Office,Gazipur,
- 5.Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.


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