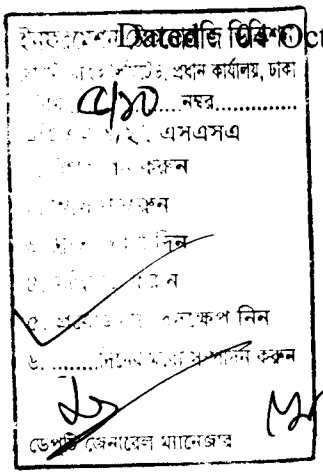
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-9031)/ 12783

Dated: 04 October, 2016



Mr. Md. Ansar Ali (G-16061)
Senior Principal Officer (Manager)
Sonali Bank Limited
Tala Branch
Satkhira.

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. 4411 dated 18 September, 2016 of Sonali Bank Limited, General Manager's Office, Khulna 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 13 October, 2016 or 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.

As per approval of the authority Mr. Md. Iqbal Uddin Ahmed, Pricipal Officer, Tala Branch, Satkhira will take over the charges of the Tala Branch, Satkhira temporarily during your leave period.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for information & necessary action to:

01) The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Satkhira.
04) Mr. Md. Iqbal Uddin Ahmed, Pricipal Officer, Sonali Bank Limited Tala Branch, Satkhira.
05) 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)