



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Personnel Management Division  
Officer Management Department(Sec-1)  
E-Mail : dgmpmd@sonalibank.com.bd  
4515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-)/15114

Mr. Md. Abu Moksud Khan (G-28134)  
Senior Principal Officer  
Sonali Bank Limited  
Regional Office  
Narail.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

১. উপস্থাপন করা	<input type="checkbox"/>
২. আবেদন করা	<input type="checkbox"/>
৩. দ্রুত ওয়ার্ড দিন	<input type="checkbox"/>
৪. নথিভুক্ত করা	<input type="checkbox"/>
৫. প্রকৃতিগত কারণে প দিন	<input checked="" type="checkbox"/>
৬. ... দিনের মধ্যে সম্পাদন করা	<input type="checkbox"/>

ডেপুটি জেনারেল ম্যানেজার

Dated : 01 November, 2016

*Handwritten signature and initials*

Reference may please be made to the letter no. 4889 dated 16 October, 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 01 November, 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.

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 Assistant General Manager, Sonali Bank Limited, Regional Office, Narail.
- 04) Immigration Officer, All Airports/All Landports, Bangladesh.

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