



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-18682)/15115

Mr. Md. Abdur Rahim (G-20567)
Senior Principal Officer (IOB)
Inspection & Audit Division-2
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

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

ইনস্পেকশন অ্যান্ড অডিট ডিভিশন
সোনালী ব্যাংক লিমিটেড, মোতিবিল, ঢাকা
তারিখ: 20/11/16
ক্র.সং: 15/2/16
১. উদ্দেশ্য
২. আদেশ
৩. প্রস্তুত করার তারিখ
৪. নথিভুক্ত করা
৫. প্রস্তুত করার পরামর্শ
৬. নিম্নের ব্যক্তি সম্পর্কিত
ডেপুটি ম্যানেজিং অফিসার

Dated : 01 November, 2016

Handwritten signature and date: 01/11/16

Reference may please be made to the letter no. B 1052 dated 10 October, 2016 of Inspection & Audit Division-2, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 06 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 kind information & necessary action to:

- 01) The Deputy General Manager, Inspection & Audit Division-2, Sonali Bank Limited, Head Office, Dhaka.
- 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.

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