



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

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

NO. PMD/OMD/SEC-1/PF(O-4696)/15111

Mr. Md. Abdul Khaleque (G-24555)  
Deputy General Manager  
Central Accounts Division-1  
Sonali Bank Limited  
Head Office  
Dhaka.

Dated : 01 November, 2016

ইনফরমেশন	স্বাক্ষরিত/প্রাপ্ত
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ১/১১/১৬	
এজিএন-১/২/১. এস.এস.এ	
১. উপস্থাপনা করণ	
২. আলোচনা করণ	
৩. প্রস্তাব গৃহণ করা	
৪. নথিভুক্ত করণ	
৫. প্রয়োজনীয় পদক্ষেপ নিয়ম	
৬. ....দিনের মধ্যে সমাপন করণ	
কোনটি স্কেনারেল ম্যানেজার	

*foab*  
*Mr. Shikhar*  
*20/11/16*

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1345, dated 05 September, 2016 of Central Accounts Division-1, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Executive committee of the Board of Directors of Sonali Bank Limited in their 52th meeting held on 16 October, 2016 have sanctioned 30 days leave (outside Bangladesh) including transit period 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. Biswanath Paul, Deputy General Manager, Treasury Management Division, Sonali Bank Limited, Head Office, Dhaka will take over the charges of the Central Accounts Division-1, Head Office, Dhaka temporarily during your leave period.

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

**Copy forward for kind information & necessary action to :**

- 01) The General Manager, Central Accounts Division-1, 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) Mr. Biswanath Paul, Deputy General Manager, Treasury Management Division, Sonali Bank Limited, Head Office, Dhaka
- 04) P.S. to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.

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