



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, 01709648168

NO. PMD/OMD/SEC-1/PF(O-6322)/ 15766

Mr. Mohammad Rafiqul Islam (21917)  
General Manager  
Sonali Bank Limited  
Head Office  
Dhaka.

Dear Sir,

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

Dated : 16 November, 2016

ইতিহাসিক নথি সংরক্ষণ বিভাগ  
সোনালী ব্যাংক লিমিটেড  
তারিখ: 29/11/2016  
ক্রমিক নং: 15766/16  
১. উপস্থাপন করেন  
২. অনুমোদন করেন  
৩. প্রত্যাহার করেন  
৪. সফটওয়্যার করেন  
৫. প্রকৌশলী/সিনিয়র প্রকৌশলী  
৬. সিনিয়র প্রকৌশলী/সিনিয়র প্রকৌশলী  
ডেপুটি ম্যানেজার

Reference may please be made to your application dated 17 October, 2016 on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Executive committee of the Board of Directors of Sonali Bank Limited in their 53rd meeting held on 02 November, 2016 have sanctioned 15 days leave (outside Bangladesh) including transit period from 01 December, 2016 or from the date of availing with a permission to visit India under the following terms & 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-

( Md. Anwar Hossain )  
Deputy General Manager

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

- 01) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 02) P.S. to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
- 03) Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager

MD. ANWAR HOSSAIN  
Deputy General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office, Dhaka