



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-6774)/ 16816

Dated : 08 December, 2016

Mr. Kazi Md. Khaled Saifullah (G-28589)
Assistant General Manager
Agro-Based Project Financing Division
Sonali Bank Limited
Head Office
Dhaka.

ইনকোয়ারি টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৮/১২/১৬
এজিএম-১/২/ এন ওসএ

১. উপস্থাপন করা
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পরামর্শ দিন
৬. দিনের মধ্যে সমাপন করুন

ডেপুটি ম্যানেজিং ম্যানেজার

০০১১
Mr. Khaled Saifullah
12/12

Dear Sir,

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India & Bhutan.**

Reference may please be made to the letter no. 2002 dated 29 November, 2016 of Agro-Based project Financing Division, 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 10 days leave (outside Bangladesh) including transit period from 16 December, 2016 or from the date of availing with a permission to visit India & Bhutan 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, Agro-Based project Financing Division, 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.

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