



NO. PMD/OMD/SEC-1/PF(O-9342)/ 16817

সোনালী ব্যাংক লিমিটেড
 প্ৰশাসনিক বিভাগ
 অফিসার ম্যানেজমেন্ট বিভাগ
 এজিওম-১/১/১/এসওসএ
 ১. উপস্থাপন করা
 ২. আদায় করা
 ৩. ক্রমিক তালিকা
 ৪. নথিভুক্ত করা
 ৫. প্রয়োজনীয় পদক্ষেপ নিয়া
 ৬. ...সিদ্ধান্ত গ্রহণ করা
 ডেপুটি ম্যানেজিং ডিরেক্টর

Dated : 08 December, 2016

Mr. Mohammad Shahadat Hossain (G-34110)
 Senior Principal Officer
 Agri Loan Complain Cell
 Sonali Bank Limited
 Head Office
 Dhaka.

DOYE
Mr. Partho, AE
H/12/12

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. 541 dated 01 December, 2016 of Agri Loan Complain Cell, 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 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.

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

Copy forward for kind information & necessary action to:

- 01) The Deputy General Manager, Agri Loan Complain Cell, 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.

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