



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-13420)/

Dated : **23 DECEMBER, 2018**

**MD TANBIR ALAM (C-36837)**

(Passport No-OC 4112943)

Principal Officer

International Trade Finance Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

**Subject : Extension of time to stay in India for 12 (Twelve) days.**

Dear Sir,

Reference may please be made to your application dated 23 December, 2018 on the captioned subject.

We have to advise you that in consideration of your application, the authority has allowed you to stay in India for 12 days from 25 December, 2018 to 05 January, 2019 under the following terms & conditions:-

- a) You will have to bear all expenses during the period of your staying in India. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- b) You will not be allowed to stay abroad more than the approved period. Your additional 12 days outside Bangladesh Leave will consider for approval on return & join at your present place of posting and on submission your application.

Yours faithfully,

Sd/-

**(Md. Nurullah Khan)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

01. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
02. Deputy General Manager, International Trade Finance Division, , Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.

**Assistant General Manager**