



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-4613)/15664

Mr. K. M. Wahedul Haque Sajal (G-21910)

Assistant General Manager

Sonali Bank Limited

Dhaka Cantonment Corporate Branch

(Under order of promotion transfer to

Ramna Corporate Branch, Dhaka.)

Dhaka.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Sri Lanka, Malaysia, Indonesia, Maldives & Singapore.**

Dated: 15 November, 2016

ইনফরমেশন ইন্সট্রাকশন ডিভিশন
সোনালী ব্যাংক লিমিটেড, হেড অফিস, ঢাকা

তারিখ: ১৫/১১/১৬

এজিএম-১/২/১. এসএসএ

১. উপস্থাপন করুন

২. আনুগত্য করুন

৩. প্রত্যক্ষ করুন

৪. নথিভুক্ত করুন

✓ প্রয়োজনীয় নথি উপস্থাপন করুন

৬. ... দিগন্তে পুনর্দায়ন করুন

১৭

০৪২০

Tauhidul Islam
12/11

Reference may please be made to the letter no. 4911 dated 04 November, 2016 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 27 November, 2016 or from the date of availing with a permission to visit Sri Lanka, Malaysia, Indonesia, Maldives & Singapore 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 information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2/Ramna Corporate Branch, 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) The Deputy General Manager, Sonali Bank Limited, Dhaka Cantonment Corporate Branch, Dhaka.
- 04) Immigration Officer, All Airports, Bangladesh.

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