



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-6684)/ 214

Mr. Krishna Pada Sarkar (G-28366)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Satkhira Branch  
Satkhira.

Dear Sir,

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

Dated : 04 January, 2017

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১. উপস্থাপন করা হল

২. পরামর্শ করা হল

৩. প্রমোদিত

৪. পরিশোধ করা হল

৫. প্রয়োজনীয় কাগজাদি নিন

৬. .... দিখান্ডে প্রাপ্য পদে কর্মকর্তা

ডেপুটি জেনারেল ম্যানেজার

Reference may please be made to the letter no. 4901 dated 16 October, 2016 of Sonali Bank Limited, General Manager's Office, Khulna 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 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.

As per approval of the authority Mr. Sreenath Kumar Pyne, Pricipal Officer(Joint Custodian), Satkhira Branch, Satkhira will take over the charges of the Satkhira Branch, Satkhira temporarily during your leave period.

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, Khulna.
- 02) 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.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office, Satkhira.
- 04) Mr. Sreenath Kumar Pyne, Pricipal Officer(Joint Custodian), Sonali Bank Limited, Satkhira Branch, Satkhira.
- 05) Immigration Officer, All Airports/All Landports, Bangladesh.

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