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SONALI BANK LIMITED
Head Office
Motijheel
Dhaka-1000
Bangladesh.

Personnel Management Division
Staff Management Department (Sec-8)
Telegraph : Ganabank
☎ : 47115437 Fax-9573765

NO.PMD/SMD/SEC-8/PF (GC-1555)/ 104

Dated : 02 January , 2017

Sayed Abdur Rob
Suporting Sub Staff Grade-03
Sonali Bank Limited
Khulna Corporate Branch
Khulna.

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

Dear Sir,

Reference letter No.5438 Dated 28 th November, 2016 of Sonali Bank limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, Generall Manager's Office, Khulna the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

Conditions :

01. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
02. This sanctioned leave will be treated as Leave-outside Bangladesh.
03. Over staying is strictly prohibited.
04. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours Faithfully
Sd/-
(Md. Lutfur Rahman)
Asst.General Manager
Mobile No. 01520-084033

Copy forwarded for kind information & necessary action to :

01) General Manager, Sonali Bank Limited, General Manager's Office, Khulna.Please send the joining report of the related Staff specifying the sate of leave availment.
02) Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna ,
03) The Deputy General Manager, Information Technoloty Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website.
04) Immigration Officer, All Airport/ Direct, All land Port, Bangladesh
05) Personal File.

Asst.General Manager
Mobile No. 01520-084033