



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd

8-0564515, 8551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-9324)/ 4498

Mr. Shayamal Kumar Mondal (G-34066)
Senior Principal Officer (Manager)
Sonal Bank Limited
Sonargaon Road Branch
Dhaka.

Dear Sir,

Subject : **Sanction of 06 days leave (outside Bangladesh) with full pay to visit India.**

ইনস্ট্রাকশন	১. উপস্থাপন করুন
২. মাসিক করুন	৩. সন্তোষজনক দিন
৪. মতি চুক্তি করুন	৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন	

ডেপুটি সিনিয়র ম্যানেজার

Dated : 27 March, 2017

2017

Mr. Panther

Reference may please be made to the letter no. 1318 dated 14 March, 2017 of 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 06 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 and 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 03 (three) months from the date of issue.

As per approval of the authority Ms. Sujita Mitra, Principal Officer, Sonargaon Road Branch, Dhaka will take over the charges of the branch temporarily during your sanctioned leave period.

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

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- 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, Pricipal Office, Motijheel, Dhaka.
- 04) Manager, Sonali Bank Limited, Sonargaon Road Branch, Dhaka.
- 05) Ms. Sujita Mitra, Principal Officer, Sonargaon Road Branch, Dhaka.
- 06) Immigration Officer, All Airports/All Landports, Bangladesh.

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