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SONALI BANK LIMITED

Head Office
Motijheel
Dhaka-1000
Bangladesh.

Personnel Management Division

Staff Management Department (Sec-8)

Telegraph : Ganabank

7122332 Fax-9573765

তারিখ: ২/৪/১৭
১. উপস্থাপন করণ
২. পরামর্শ গ্রহণ
৩. প্রত্যয়ন করণ
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিয়ম
৬. নিম্নের মধ্যে স্বাক্ষর করণ
ডেপুটি সেকেন্ডারি ম্যানেজার

Dated : 02 April, 2017

NO.PMD/SMD/SEC-8/PF(FM-97)/4781

MD. ABDUL GAFUR (G-21462)
SUPPORTING STAFF GRADE-01
Sonali Bank Limited
General Manager's Office
Chittagong.

Handwritten signature and initials

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference to your letter dated 13-03-2017 and to the letter No. 1355 Dated 14-03-2017 of General Manager's Office, Chittagong on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chittagong the authority has pleased to sanction you 30 (Thirty) days leave (outside Bangladesh) from the date of availment with a permission to visit holy/memorable places in India under the following terms & conditions :

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
02. It will be treated as Leave-outside Bangladesh to visit India only.
03. **Stay abroad over the sanctioned leave will not be allowed.**
04. Sanctioned leave is applicable for 3 (Three) months and for India visit only.

Yours Faithfully,

Sd/-
(ABDUL AWAL BHUYAN)
Asst.General Manager
Telephone No. 47115437

Copy forwarded for kind information & necessary action to :

- (01) The General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
- (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) Immigration Officer, All Airport, All Land port, Bangladesh.
- (04) Personal File.

Handwritten signature
Asst.General Manager
Telephone No. 47115437