

NO. PMD/OMD/SEC-1/PF(O-6637)/ 4981

Dated : 03 April, 2017

Mr. Swapan Kumar Saha (G-27922)  
Senior Principal Officer  
Sonali Bank Limited  
Principal Office  
Jhenaidah.

Dear Sir,

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

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০৩/৪/১৭ নম্বর: .....  
এজিএম-১/২/ এসএসএ  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. .... দিনের মধ্যে সম্পাদন করুন  
ডেপুটি মেনেজার মানেজার

Reference may please be made to the letter no. 1112 dated 13 March, 2017 of 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 09 April, 2017 or 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.

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, 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, Jhenaidah.
- 04) Immigration Officer, All Airports/All Landports, Bangladesh.

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