



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-7683)/ 6127

Mr. Manoj Kumar Saha (G-29058)
Senior Principal Officer
Sonali Bank Limited
Principal Office
Faridpur.

Dated : 18 April, 2017

১. উপস্থাপনা স্বাক্ষর
২. স্বাক্ষর স্বাক্ষর
৩. প্রকৃত ক্রমের দিন
৪. নথিভুক্ত ক্রম
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে স্বাক্ষর করা হবে

ডেপুটি জেনারেল ম্যানেজার

Handwritten signature and initials

Dear Sir,

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

Reference may please be made to the letter no. 1503 dated 30 March, 2017 of Sonali Bank Limited, General Manager's Office, Faridpur 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 28 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, Faridpur.
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, Faridpur.
04. Immigration Officer, All Airports/All Landports, Bangladesh.

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