



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
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No.PMD/SEC-5/PF/SOC-8355 / 5997

Dated : 19 April, 2017

Mr. Biplob Bijoy Das Gupta  
Senior Officer Cash  
(Passport No. OC-2161923)  
Sonali Bank Limited  
Laldighi Corporate Branch  
Chittagong.

সোনালী ব্যাংক লিমিটেড  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ১৯/০৪/১৭  
ক্র.সং: ১২/১৭-৪২৬৩৫১  
১. উপস্থাপন করছেন  
২. পরামর্শ করছেন  
৩. প্রাপ্ত করছেন  
৪. পরিশোধ করছেন  
৫. প্রত্যাহার/পরিচালনা নিন  
৬. বিবেচনা করে সিদ্ধান্ত গ্রহণ করুন  
৭. উপস্থাপন করছেন

০২৬০৮

Handwritten signature

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Biplob Bijoy Das Gupta (C-36917), Senior Officer Cash, Sonali Bank Limited, Laldighi Corporate Branch, Chittagong.**

Dear Sir,

Reference letter No. 1874 dated the 28<sup>th</sup> March, 2017 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) from the date of 05.05.17 to 03.06.17 or from the date of availment with a permission to visit India for religious purpose under the following terms & conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
02. 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. Deputy General Manager, Sonali Bank Limited, Laldighi Corporate Branch, Chittagong. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.