সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. PMD/SEC-4/PF- 20749/7149

Dated: 04 May, 2017

Annda Mahan Ghosh
Officer(G-29362)
Passport No: BM 0897544
Sonali Bank Limited
Modhupur Branch
Jhenaidah.

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the holy places in India.

Dear Sir,

Reference letter no. 1195 dated the 19th March, 2017 of General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places in India under the following terms and conditions:

Conditions:

1. **You will have to bear all expenses of the proposed visit. There will be no financial Involvement of Sonali Bank Limited / Govt. of Bangladesh.**
2. **It will be treated as 'Leave outside Bangladesh'.**
3. **Staying abroad over the sanctioned leave will not be allowed.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. **General Manager, Sonali Bank Limited, General Manager's Office, Khulna.**
2. **Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.**
3. **Deputy General Manager, Sonali Bank Limited, Principal Office, Jhenaidah.**
4. **Immigration Officer, Hazrat Shahjalal(Rh) International Airport, Dhaka.**
5. **Immigration Officer, All Land ports /All Other International Airports, Bangladesh.**
6. **Manager, Sonali Bank Limited, Modhupur Branch, Jhenaidah.**
7. **Personal File / Master Copy .**

Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.