



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/ 7547

Mr. Didarul Alam (C-36730)  
Senior Principal Officer & Joint Custodian (General)  
Sonal Bank Limited  
Faridpur Corporate Branch  
Faridpur.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit Sweden.**

১. উদ্দেশ্য	২. প্রস্তাবিত পদক্ষেপ
৩. প্রস্তাবিত সময়কাল	৪. প্রস্তাবিত পদক্ষেপের তারিখ
৫. প্রস্তাবিত পদক্ষেপের বিবরণ	৬. প্রস্তাবিত পদক্ষেপের ফলাফল

ডেপুটি জেনারেল ম্যানেজার

Dated : 14 May, 2017

*Handwritten signatures and initials*

Reference may please be made to the letter no. 1878 dated 23 April, 2017 of 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 30 days leave (outside Bangladesh) including transit period from 14 June, 2017 with a permission to visit Sweden 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 & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.

As per approval of the authority Mr. Dipok Kumer Das Gupta, Senior Officer (Cash), Faridpur Corporate Branch, Fardipur will take over the charges of Joint Custodian (General) of the branch temporarily during your sanctioned leave period.

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 Assistant General Manager (Incumbent), Sonali Bank Limited, Faridpur Corporate Branch, Faridpur.
- 04) Immigration Officer, All Airports, Bangladesh.
- 05) Mr. Dipok Kumer Das Gupta, Senior Officer (Cash), Sonali Bank Limited, Faridpur Corporate Branch, Fardipur.

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