



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**  
**PERSONNEL MANAGEMENT DIVISION**  
**(SECTION-3)**

Head Office, Motijheel C/A.,  
 Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
 Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-7810/13482

Dated : 19 October, 2016

Mr. Billa Kumar Tanchangya (G-29942)  
 Passport No: OC 4152534  
 Senior Officer(Manager)  
 Sonali Bank Limited  
 Rajasthali Branch  
 Rangamati.

ইনস্যানুয়ারি টিকসেলসি ডিভিশন	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ১৯/১০/১৬	সফর: .....
এজিএম-১/২/ এসএসএ	
১. উপস্থাপন করেন	
২. আলোচন করেন	
৩. সিদ্ধান্ত দেন	
৪. কার্যকর করেন	
৫. প্রয়োজনীয় পত্রসমূহ নিন	
৬. ....... হিসেবে মঞ্জুর করুন	
ডেপুটি সিনিয়র ম্যানেজার	

*[Handwritten signature]*

*Mr. Sirajul Islam*  
*[Handwritten signature]*

**Subject : Sanction of 20 ( Twenty) days leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Chittagong the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of 23-10-2016 to 11-11-2016 or from the date of avilment with a permission to visit the Religious places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

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

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong. It has a reference to their letter no.5009 dated the 03<sup>rd</sup> October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Rangamati. They are requested to send his joining report after avilment of leave.
04. Manager, Sonali Bank Limited, Rajasthali Branch, Rangamati.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
- 06 Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

*[Handwritten signature]*  
**MD. SIRAJUL ISLAM**  
 Assistant General Manager  
 Personnel Management Division (Sec.3)  
 Sonali Bank Limited  
 Head Office, Dhaka.