



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-7122332 (AGM)
Fax : 88-02-9573765
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-10345 / 14092

Dated : 31 October, 2016

Mr. Ashis Kumar Nandi
Officer Cash
Sonali Bank Limited
Chinatola Bazar Branch
Jessore.

ইন্ডিয়ান ইমিগ্রেশন অফিসে ভিজিট
সনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 31/10/2016 নম্বর: PMD/SEC-5/PF/OC-10345/14092
ক্রমিক নং: ১/১৬
১. উপস্থাপন করণ
২. অনুমতি প্রাপ্ত
৩. প্রাপ্তি তারিখ: ৩১/১০/১৬
৪. নথি সংরক্ষণ
৫. প্রয়োজনীয় পত্রাদি দিন
৬. বিদায় মাসে নিষ্পত্তি করণ
৩১/১০/১৬

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Ashis Kumar Nandi (C-42640), Officer Cash, Sonali Bank Limited, Chinatola Bazar Branch, Jessore.

Dear Sir,

Reference letter No.4671 dated the 05th October, 2016 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) 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/-

(Md. Lutfur Rahman)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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, Principal Office, Jessore. Please send the joining report of the related officer specifying the date of leave availment .
04. Manager, Sonali Bank Limited, Chinatola Bazar Branch, Jessore.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager