



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/PF(O-)/ 37

Mr. Prashanta Kumar Paul (G-34705)
Senior Principal Officer
Sonali Bank Limited
Local Office
Dhaka.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

০২/০১/১৭ Dated : 01 January, 2017

সোনালী ব্যাংক লিমিটেড
পার্সোনেল ম্যানেজমেন্ট ডিভিশন
অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেক-১)
সোনালী ব্যাংক লিমিটেড
মুন্সিফ মার্কেট, মোতিহেল
ঢাকা

স্বাক্ষরিত
০২/০১/১৭

Signature: *Tauhidul Islam*

Reference may please be made to the letter no. 3005 dated 26 December, 2016 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Local Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 16 January, 2017 or from the date of availing with a permission to visit India 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.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, Local Office, Dhaka.
- 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) Immigration Officer, All Airports/All Landports, Bangladesh.

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka