



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
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Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-22645)/195

GANESH CHANDRA SAHA (G-24087),
(Passport No-OC 2110181),
Principal Officer,
Sonali Bank Limited,
Dilkusha Corporate Branch, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, গণকোমপ্লেক্স, ঢাকা
তারিখ: 24/1/2017
এজিএম-5/2/এসএসএ
১. উপস্থাপন করুন
২. প্রাপ্য করুন
৩. প্রাপ্য জরুরি দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. দিনের মধ্যে সম্মত করুন
ডেপুটি ম্যানেজার

Dated : 15 January, 2017

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

Dear Sir,

Reference letter No. 52 dated the 2nd January, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Dilkusha Corporate Branch, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

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