সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
Head Office
Motijheel, Dhaka-1000
Bangladesh.

Personnel Management Division
Staff Management Department (Sec-7)
☎ : 47115437, Fax-9573765
E-mail: sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(SSG-2-2089/ 876

Dated : 17 January, 2017

MD AKRAM KHAN (G-31439)
(Passport No. OC - 3149539)
Supporting Staff Grade-2
Sonali Bank Limited
Court Building Branch
Rajshahi.

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

Dear Sir,

Reference may please be made to the letter no. 92 Dated 04 January, 2017 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. Over stay in abroad will not be allowed.
04. This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours Faithfully,
Sd/-

(Parimal Bandu Basak)
Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02. The Deputy General Manager, Information and 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
04. The Assistant General Manager, Sonali Bank Limited, Court Building Branch, Rajshahi.
05. Immigration Officer, All Airports /All Land Ports, Bangladesh.
06. Personal File Copy.

Assistant General Manager
Parimal Bandu Basak
Asst. General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka