



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

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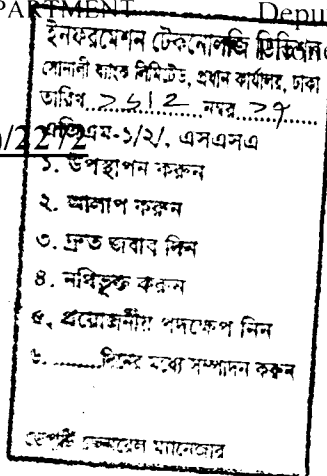
Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-14113)/2272

Dated : 16 February, 2017

SUMON SAHA (C-37265),
(Passport No OC5097700),
Principal Officer,
Sonal Bank Limited,
Phultala Branch, Khulna,
Bangladesh.



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

Dear Sir,

Reference letter No.6078 dated the 26 December, 2016 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 20 (Twenty) 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, Khulna.
- 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, Principal Office, Khulna.
- Manager, Sonali Bank Limited, Phultala Branch, Khulna.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Bhomra, Satkhira/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

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