



SONALI BANK LIMITED

Head Office, Motijheel, Dhaka.

Personnel Management Division
Staff Management Department(Sec-6)
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Phone : 47115437, 9564515

No-PMD/SMD/Sec-6/Joc-7372/ 3365

Date: 06 March, 2017

MR. NARESH CHANDRA BARMAN (G-30952)

Officer Cash

(Passport No. BL-0605285)

Sonali Bank Limited

Kurigram Branch.

Kurigram.

১. উপস্থাপন করুন
২. মাসিক করুন
৩. প্রাকৃতিক কারণ দিন
৪. যদি তৃতীয় কারণ
৫. প্রত্যেকের ৩ পাসপোর্ট দিন
৬. নিম্নের মধ্যে সন্তোষিত করুন

ডেপুটি জেনারেল ম্যানেজার

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.1048 dated 13-02-2017 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and the recommendation of General Manager's Office, Rangpur, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment 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/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as "Leave Outside Bangladesh".
- 3) Over staying is strictly prohibited.
- 4) This sanctioned letter will remain valid for 03 (Three) months from the date of sanctioning .

Yours Faithfully
Sd/-
(Parimal Bandu Basak)
Asstt. General Manager

Copy forwarded for kind information & necessary action to :

- (1) The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur . It has a reference to their letter no. 1048 dated 13-02-2017.
- (2) The 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.
- (3) The Deputy General Manager, Sonali Bank Limited, Principal Office, Kurigram.
- (4) The Assistant General Manager, Sonali Bank Limited, Kurigram Branch, Kurigram.
- (5) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka /All Land ports, Bangladesh.
- (6) Personal File.

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