

No.PMD/SMD/SEC-7/PF(SSG-2 -2356)/10167

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০১/০৯/১৯  
ক্রমিক: ১/১৯  
একটি (আইটি)

১. উপস্থাপন  
২. প্রায়োগিক  
৩. প্রায়োগিক  
৪. প্রায়োগিক  
৫. প্রায়োগিক  
৬. প্রায়োগিক

ডেপুটি ম্যানেজিং অফিসার

Dated : 01 September, 2019

**CHITTA RANJAN DAS**  
(Index No. G -31333 )  
Supporting Staff Grade-2  
Sonali Bank Limited  
Regional Office  
Cox's Bazar.

Mr shuhab. so

Sub: **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.- 3020 dated 5 August, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram, 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/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Chattogram.
02. The Deputy General Manager, Information and Technology (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website.
03. The Assistant General Manager, Sonali Bank Limited, Regional Office, Cox's Bazar .
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File Copy.

  
Assistant General Manager  
Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.