



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

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Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-19433)/ 3503

**BISWAJIT ROY (G-35851),**  
(Passport No-BM 0094675),  
Manager (Principal Officer),  
Sonali Bank Limited,  
Kaligonj Branch, Lalmonirhat,  
Bangladesh.

ইনফরমেশন টেকনোলজি বিভাগ
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৮/০৩/১৭
ক্রমিক নং: ৩৫০৩
১. উপস্থাপন করুন
২. পর্যালোচনা করুন
৩. প্রাপ্ত জন্মের দিন
৪. অধিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 08 March, 2017

Mr. Partha  
2/3/17

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference letter No. 1100 dated the 15 February, 2017 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 (Thirty) 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, Rangpur.
- 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, Kurigram.
- Manager, Sonali Bank Limited, Kaligonj Branch, Lalmonirhat.
- 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.