



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

২০৭-৭

No.PMD/SMD/SEC-7/PF(AOG-1-715)/ 3761

ইনভেন্টরি সিস্টেম
 সফটওয়্যার ইনস্টলেশন
 ডেট : ১৩/৩/১৭
 এজিএন-১/১/১, এনএসএ
 ১. উপস্থাপন করুন
 ২. সমস্যা করুন
 ৩. লুট জবান দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ দিন
 ৬.দিনের মধ্যে সম্পাদন করুন
 ডেপুটি সিনিয়র ম্যানেজার

Dated : 13 March, 2017

ZIBON KRISHNA DAS(G-31882)
(Passport No. OC - 5149393)
 Assistant Officer Grade-1
 Sonali Bank Limited
 Puratan Bus Stand Branch
 Natore.

Mr. Parimal Bandu Basak

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

Dear Sir,

Reference may please be made to the letter no.- 1016 dated 28 February, 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 20(Twenty) 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, Natore.
04. Immigration Officer, All Airports /All Land Ports, Bangladesh.
05. The Manager, Sonali Bank Limited, Puratan Bus Stand Branch, Natore.
06. Personal File Copy.

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