



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel, Dhaka-1000

Bangladesh.

Human Resource Management Division

Staff Management Department (Sec-7)

☎ : 47115437, Fax-9573765

E-mail: sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(SSG-1 -1871)/3157

১৩/৩/১৯  
Dated : 13 March, 2019

MOHAMMAD ABDUR ROB

(Index No. G-25510)

Supporting Staff Grade-1

Sonali Bank Limited

Kushtia Branch

Kushtia.

Mr Partho, Eng (IT)

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.- 380 dated 12 February, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur, 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 Faithfull

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, Faridpur.
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 Deputy General Manager, Sonali Bank Limited, principal Office, Kushtia.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. The Assistant General Manager, Sonali Bank Limited, Kushtia Branch, Kushtia.
06. Personal File Copy.

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