



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

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No. PMD/SEC-4/PF- 15018/4551

Tapan Kumar Singha  
Officer (C-37680).  
Passport No: OC 8121921  
Sonali Bank Limited  
Fulbarigate Branch  
Khulna.

সনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ০২/০৪/১৭

জিএম-১/২/এসএসএ

১. উপস্থাপন করুন

২. অনুমোদন করুন

৩. প্রাপ্ত জন্মাব দিন

৪. মধিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ নিন

৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated: 02 April, 2017

Subject: Sanction of 22(Twenty Two) days leave (Outside Bangladesh) with full pay to visit holy Places in India.

Dear Sir,

Reference letter no. 1075 dated the 09<sup>th</sup> March, 2017 of General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 22(Twenty Two) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places in India under the following terms and conditions:

Conditions:

1. You will have to bear all expenses of the proposed visit. There will be no financial Involvement of Sonali Bank Limited/Govt. of Bangladesh.
2. It will be treated as 'Leave outside Bangladesh'.
3. Staying abroad over the sanctioned leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd/-  
( Md. Sirajul Islam )  
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Manager, Sonali Bank Limited, Fulbarigate Branch, Khulna.
7. Personal File / Master Copy.

Assistant General Manager  
MD. SIRAJUL ISLAM  
Assistant General Manager  
Personnel Management Division (Sec.3/4)  
Sonali Bank Limited  
Head Office, Dhaka.