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 **সোনালী ব্যাংক লিমিটেড**
SONALI BANK LIMITED
 Head Office
 Motijheel, Dhaka

Personnel Management Division
Staff Management Department(Sec-6)
 E-Mail : dgmpmd@sonalibank.com.bd
 Phone : 9564515, 47115437
 Fax: 88-02-9573765

NO.PMD/SMD/SEC-6/PF-AOG-2(Cash)-8288/5544

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ডেপুটি সেকেন্ডারি ম্যানেজার

২০/৫
Date :12-04-2017

MD ATIKUR RAHMAN (C-40947)
 (Passport No.: OC 1164314)
 Assistant Officer Grade-2 (Cash)
 Sonali Bank Limited
 Khulna Corporate Branch
 Khulna.

Mr. Shihab
20/4

Sub: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.1037 dated 08 March, 2017 of Sonali Bank Limited, General Manager’s Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager’s Office, Khulna, the authority has sanctioned you 20(Twenty) days leave (Outside Bangladesh) with full pay 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. This sanctioned leave will be treated as “**leave-outside Bangladesh**”.
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

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, Khulna. It has a reference to their letter no. 1037, dated 08-03-2017.
02. The 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.
03. The Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
04. Immigration Officer, All International Airports / All Land Ports, Bangladesh.
05. Personal File.


 Assistant General Manager