



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
Phone: 88-02-9551121  
Fax : 88-02-9573765  
e-mail: sbl.pmd4@gmail.com

No. PMD/SEC-4/PF- 12705/6072

Dated: 24 April, 2017

Joyanti Rani Saha  
Officer (G-22823)  
Passport No: OC 1000917  
Sonali Bank Limited  
Faridpur Corp. Branch  
Faridpur.

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

Dear Sir,

Reference letter no. 1504 dated the 30<sup>th</sup> March, 2017 of General Manager's Office, Faridpur on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 30 (Thirty) 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, Faridpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Faridpur.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Assistant General Manager, Sonali Bank Limited, Faridpur Corp. Br., Faridpur.
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.