



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel, Dhaka

Personnel Management Division

Staff Management Department(Sec-6)

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NO.PMD/SMD/SEC-6/PF-AOG-2(Cash)-8272/6873

NAHID SULTANA(C-38553)

(Passport No.: BN 0835869)

Assistant Officer Grade-2 (Cash)

Sonali Bank Limited

Rangpur Corporate Branch

Rangpur.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়,

তারিখ: ৩০/৪/১৭ নম্বর:.....

এজিএম-১/২/ এসএসএ

১. উপস্থাপন করুন

২. আলাপ করুন

৩. দ্রুত জবাব দিন

৪. নথিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ নি...

৬. ....দিনের মধ্যে সম্পাদন...

ডেপুটি জেনারেল ম্যানেজার:

Date :27-04-2017

*(Handwritten signature)*

*(Handwritten signature: M. Paolita)*

**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.2834 dated 17 April, 2017 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rangpur, 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, Rangpur. It has a reference to their letter no. 2834 dated 17-04-2017.
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, Principal Office, Rangpur.
04. The Assistant General Manager, Sonali Bank Limited, Rangpur Corporate Branch, Rangpur.
05. Immigration Officer, All International Airports / All Land Ports, Bangladesh.
06. Personal File.

*(Handwritten signature)*

Assistant General Manager

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