



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-14209/6809

Dated:-27<sup>th</sup> April, 2017

BAPI KUMAR DEY (C-37473)  
Passport No:BN 0649782  
Senior Officer  
Sonali Bank Limited  
Barisal Corporate Branch  
Barisal

ইনফরমেশন টেকনোলজি  
সোনালী ব্যাংক লিমিটেড, হেড  
অফিস, ১০/৪  
এজিএম-১/২, এচওসি  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সর্বশেষ করুন  
ডেপুটি সিনিয়র ম্যানেজার

৬০৬৭

Mr. B. K. Dey  
S/O

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Barisal the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/historical places in India under the following terms and conditions :

**Conditions :**

- (1) You 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 period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Barisal. It has a reference to their letter no.1901 dated the 16<sup>th</sup> April, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Barisal
04. Assistant General Manager, Sonali Bank Limited, Barisal Corporate Branch, Barisal. They are requested to send his joining report after availment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports/ All other International Airports of Bangladesh
07. Personal File/Office Copy/ Master Copy/Email Copy

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

Normal Letter International leave