



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/SOC-10323/6727

Dated : 25 April, 2017

Mr. Proloy Chakrabarty
Officer Cash
(Passport No. OC-2095192)
Sonal Bank Limited
Rupgonj Branch
Narail.

ইনবন্দেশে গিয়ে আসার জন্য ছুটিসন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 24/8
এফিও নং: 1552/2017
১. ছুটিসন প্রকার
২. ছুটিসন সময়
৩. ছুটিসন স্থান
৪. ছুটিসন কারণ
৫. প্রয়োজনীয় পত্রাদি
৬. ছুটিসন মাসের মধ্যে

ডেপুটি জেনারেল ম্যানেজার

৩০২৫
Bantun
WS

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India :
Mr. Proloy Chakrabarty (C-42826), Officer Cash, Sonali Bank Limited, Rupgonj Branch,
Narail.**

Dear Sir,

Reference letter No. 1552 dated the 11th April, 2017 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 25.04.2017 to 09.05.2017 or from the date of availment with a permission to visit India for religious purpose under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Abdul Awal Bhuiyan)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. 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. Assistant General Manager, Sonali Bank Limited, Regional Office, Narail. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Rupgonj Branch, Narail.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.