



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
Phone: 88-02-9551121  
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No. PMD/SEC-4/PF- 20112/7160

Dated: 08 May, 2017

Kach Mondal  
Officer(C-46287)  
Passport No: BM 0128697  
Sonali Bank Limited  
Batiaghata Branch  
Khulna.

ইন্ডিয়ান ইমিগ্রেশন অফিসে ভিজিট	
সোনালী ব্যাংক লিমিটেড, পের্সোনেল ম্যানেজমেন্ট ডিভিশন	
অফিসার	১৪৬৮৭
প্রতিষ্ঠান	১/২/১/এসএসএ
১. উপস্থাপন করুন	
২. প্রাপ্য করুন	
৩. প্রাপ্য তারিখ দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পত্রাদি দিন	
৬. ....নির্দেশ নথি স্বাক্ষর করুন	
ডেপুটি সেকেন্ড ম্যানেজার	

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Mo. Farukh  
14.5

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit spectacular places & meet with relatives in India.**

Dear Sir,

Reference letter no. 1228 dated the 20<sup>th</sup> March, 2017 of General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit spectacular places & meet with relatives 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, Khulna.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
4. Immigration Officer, Hazrat Shahjalal(Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports / All Other International Airports, Bangladesh.
6. Manager, Sonali Bank Limited, Batiaghata Branch, Khulna.
7. Personal File / Master Copy .

MD. SIRAJUL ISLAM  
Assistant General Manager  
Personnel Management Division (Secy)  
Sonali Bank Limited  
Head Office, Dhaka.