



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

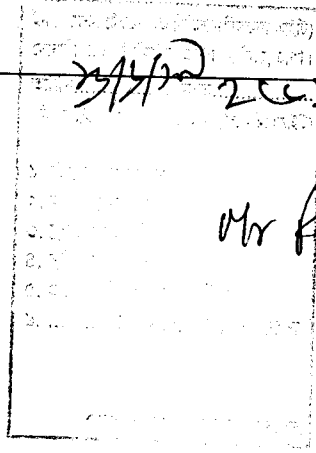
HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-12265/6690

Dated: 13 June, 2019

Mr. SADHAM ADHIKARY (C-45668)  
Officer Cash  
Sonal Bank Limited  
Khulna Shipyard Branch,  
Khulna.



**Subject: 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. 590 dated the 06 February, 2019 of Sonali Bank Limited, General Manager's Office, Barisal on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Barisal, the authority has sanctioned 20 (twenty) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India 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 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. General Manager, Sonali Bank Limited, General Manager's Office, Barisal.
03. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
04. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna. **Please send the joining report of the related officer specifying the date of leave availment.**
05. Deputy General Manager, Sonali Bank Limited, Principal Office, Barisal.
06. Manager, Sonali Bank Limited, Khulna Shipyard Branch, Khulna.
07. Manager, Sonali Bank Limited, Hizla Branch, Barisal.
08. Immigration Officer, All Airport, All Land port, Bangladesh
09. Personal File.

Assistant General Manager