



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-10323/10536

Dated: 12 August 2018

PROLOY CHAKRABARTY  
Officer Cash  
(Passport No: OC 2095192)  
Sonali Bank Limited  
Rupgonj Branch,  
Narail.

ইনস্ট্রাকশন ডেস্ক্রিপশন (বিজ্ঞপ্তি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 12.08.18  
ক্রমিক: ১২/১৩, প্রসিদ্ধি, প্রোগ্রামিং, ইকি (বিজ্ঞপ্তি)  
১. উপস্থাপন করুন  
২. সমীক্ষা করুন  
৩. চূড়ান্ত জবাবে দিন  
৪. প্রতিক্রিয়া করুন  
৫. প্রয়োজনীয় পত্রসমূহ দিন  
৬. প্রিন্ট করে সংশ্লিষ্ট কর্মসূচি  
সি. ১১১৯  
মি: ১১১৯  
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India: Proloy Chakrabarty (C-42826), Officer Cash, Sonali Bank Limited, Rupgonj Branch, Narail.**

Dear Sir,

Reference letter No. 4182 dated the 25<sup>th</sup> July, 2018 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 20 (Twenty) days full pay leave (Outside Bangladesh) 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. Jahangir Hossain)  
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- Business IT, 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 Land port, Bangladesh
06. Personal File.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka