



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21713/10773

Dated:-19 August, 2018

PRADIP KUMAR SARKAR (C-45017)
Passport No: BW 0403438
Senior Officer
Sonali Bank Limited
Puthia Branch, Rajshahi,
Bangladesh

ইনস্ট্রুমেন্ট নং/নাম/তারিখ/সংখ্যা/অন্যান্য
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০.০৮.১৮
ক্রমিক-সংখ্যা/৩, ৪, ৫, ৬, ৭, ৮, ৯, ১০, ১১, ১২
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত কার্য দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.নির্দেশক মধ্যে সম্পাদন করুন
৩৫ পৃষ্ঠা সংশোধন ম্যানেজার

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

Dear Sir,

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

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (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, Rajshahi.
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. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
04. Manager, Sonali Bank Limited, Puthia Branch, Rajshahi. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

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