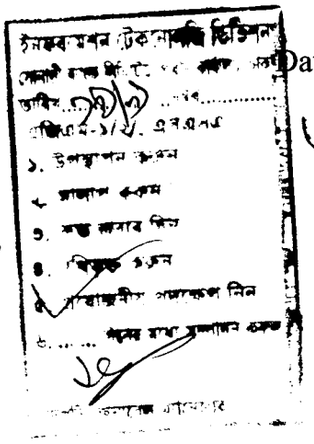
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: 9550426-34
Fax-88-02-9561409
E-mail:dgmpmd@sonalibank.com.bd
Dy. General Manager
Phone: 9564515

NO.PMD/OMD/SEC-2/(PF-18740)/ Dated :15 September, 2016.



Mr.Tapan Kumar Saha (G-20646),
(Passport No-BL 0421117),
Principal Officer (Join-custodian, general),
Sonali Bank Limited,
Murad nagar Branch,
Comilla,
Bangladesh.

Subject : Sanction of 30(Thirty) days leave (OutsideBangladesh) with full pay to visit religious places and in India.

Dear Sir,

Reference letter No.4176 dated the 23th August, 2016 of General Manager's Office, Comilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Comilla the authority has sanctioned 30(Thirty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit religious places in India under the following terms & conditions:-

Conditions:-

1)You will have to bear all expenses of the 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)**Staying abroad over the sanctioned leave is strictly prohibited**.
4)This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-
(Tauhidul Islam)
Assistant General Manager.
Phone: 02-9551121

copy forwarded for kind information & necessary action to :-

1.General Manager, Sonali Bank Limited, General Manager's Office, Comilla. They are kindly requested to make internal arrangement for posting a Join-custodian, general temporarily on leave of Mr. Tapan Kumar Saha.
2.Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
11097 3.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.
4.Deputy General Manager, Sonali Bank Limited, Principal Office, Comilla.
5.Manager, Sonali Bank Limited, murad nagar Branch, Comilla.
6.Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka/ Benapole, Jessore, Bangladesh/All Land Ports, Bangladesh.

Assistant General Manager.
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka