



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijhel C/A  
Dhaka-1000, Bangladesh.  
Phone : 88-02-9551121  
Fax- 88-02-9573765

No. PMD/SEC-4/PF-21233/15568 1170

Dated: 18 September, 2016

Juton Kumar Deb (G-34870)  
Officer (IT)  
Passport No : OC6115416  
Sonali Bank Limited  
Principal Office  
Brahmanbaria

স্বাক্ষরিত ডকুমেন্ট ডিভিশন  
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*Handwritten signature and initials*

**Subject :** Sanction of 20 (Twenty) days leave ( Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no. 3962 dated the 09<sup>th</sup> 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 20 (Twenty) days leave (Outside Bangladesh) with full pay from 21-11-2016 to 10-12-2016 or the date of availment with a permission to visit Holy places 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. Stay 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 Sirajul Islam )  
Assistant General Manager

**Copy forwarded for kind information & Necessary Action :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Comilla .
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka .
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Brahmanbaria.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All other International Airports, Bangladesh . .
6. Personal File / Master Copy .

*Handwritten signature*  
Assistant General Manager  
**MD SIRAJUL ISLAM**  
Assistant General Manager  
Personnel Management Division (Sec 4/4)  
Sonali Bank Limited  
Head Office, Dhaka