



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Personnel Management Division  
Officer Management Department(Sec-1)  
E-Mail : dgmpmd@sonalibank.com.bd  
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6358)/ 11999

Dated : 21 September, 2016

Mr. Nirendra Nath Das (G-26367)  
Assistant General Manager  
Sonali Bank Limited  
General Manager's Office  
Faridpur.

Dear Sir,

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, মোতিহিল, ঢাকা  
তারিখ: 21/09/16  
এজিএম-১/১৩, এসএসএ  
১. উপস্থাপন কার্যক্রম  
২. অংশগ্রহণ কার্যক্রম  
৩. দ্রুত উত্তর দিন  
৪. মতিহিল কার্যক্রম  
৫. এনোন্সিমেন্ট পদক্ষেপ নিঃ  
৬. ...  
ডেপুটি সিনিয়র ম্যানেজার

*(Handwritten signatures and initials)*

Reference may please be made to the letter no. 3535 dated 30 August, 2016 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 10 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit 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 & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

Yours Faithfully,  
S/d-  
( Tauhidul Islam )  
Assistant General Manager

**Copy forward for kind information & necessary action to:**

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
- 02) The 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.
- 03) Immigration Officer, All Airports/All Landports, Bangladesh.

*(Handwritten signature)*  
Assistant General Manager  
Tauhidul Islam  
Assistant General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office, Dhaka