



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-6347)/12046

Dated : 22 September, 2016

Mr. Pabitra Kumar Mondal (G-26209)
Assistant General Manager
Agro-Based Project Financing Division
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India & Bhutan.**

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৪/৯/১৬
এজিএম-১/২/এসএমএ

- উপস্থাপন করুন
- আলাপ করুন
- দ্রুত জবাব দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
-দিনের মধ্যে সম্পাদন করুন

Mr. Pabitra Kumar Mondal

Reference may please be made to the letter no. 1593 dated 07 September, 2016 of Agro-Based Project Financing Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 01 October, 2016 or from the date of availing with a permission to visit India & Bhutan 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 information & necessary action to:

- 01) The Deputy General Manager, Agro-Based Project Financing Division , Sonali Bank Limited, Head Office, Dhaka.
- 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.

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