



**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka-1000  
Bangladesh.

**Personnel Management Division**  
Staff Management Department (Sec-7)  
**Telegraph : Ganabank**  
☎ : 47115437, Fax-9573765  
Email:sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(J:O)-207/ 12260

Dated :24 Septembe, 2016

**SHAHA ALAM MUNSHI(G-32978)**

**(Passport No. OC 6103255)**

Junior Officer

Sonali Bank Limited

Bangabandhu Avenue Corporate Branch

Dhaka.

১. উপস্থাপন করুন  
২. আবেদন করুন  
৩. মনত জবাব দিন  
৪. মতিভূক্ত করুন  
৫. প্রয়োজনের পরামর্শ দিন  
৬. দিবসে মধ্যে সম্পাদন করুন  
ডেপুটি ম্যানেজিং ম্যানেজার

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

**Dear Sir,**

Reference to the letter no.1937 Dated 18 September, 2016 of Bangabandhu Avenue corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager, Bangabandhu Avenue corporate Branch, Dhaka the authority has pleased to sanction you 15(Fifteen) days leave (outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Ltd./Govt. of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. **Stay abroad over the sanctioned leave will not be allowed.**
04. You are to visit India within 3 (Three) months from the date of sanctioned leave by the authority.

Yours Faithfully,

Sd/-

(Parimal Bandu Basak)

Asst.General Manager

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

01. The General Manager, Sonali Bank Limited, Bangabandhu Avenue corporate Branch, Dhaka.
02. The Deputy General Manager, Information and Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/All Land Ports, Bangladesh.

*Handwritten signature*  
Asst.General Manager  
Parimal Bandu Basak  
Asst General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office Dhaka