



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/SOC-9308/12379

Dated: 01 October 2018

TANDRA RANI KUNDU  
Senior Officer Cash  
(Passport No: BW 0668245)  
Sonali Bank Limited  
Rajuk Bhaban Branch,  
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 02.10.2018  
ক্রমিক: 4248  
এক প্রমাণ-১/২/৩, কর্মসূচি, পেমেন্ট/বি.ই.বি. (আইটি)  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জরুরি দিন  
৪. মতিভুক্ত করুন  
৫. প্রয়োজনীয় পক্ষেপ দিন  
৬. প্রাপ্তি/সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

Mrs. Partha, Engg (IT)  
RS  
02/10/2018

**Subject: Permission for 15 (Fifteen) days (During mandatory recreation leave) to Visit India: Tandra Rani Kundu (C-39631), Senior Officer Cash, Sonali Bank Limited, Rajuk Bhaban Branch, Dhaka.**

Dear Sir,

Reference letter No. 4248 dated the 19<sup>th</sup> September, 2018 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has permitted her to visit India during mandatory recreation leave for a period of 15 (Fifteen) days from the date of 10.10.2018 to 24.10.2018 or from the date of availment with a permission under the following terms & conditions:

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Permission to visit outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

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

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
02. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Dhaka Central, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Assistant General Manager, Sonali Bank Limited, Rajuk Bhaban Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager

Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.