



SONALI BANK LIMITED  
PRINCIPAL OFFICE, KHULNA.

6/30

Phone- 720493,722263  
E-Mail : sbpokhul@gmail.com

NO: POK/PMD/OB/

DATED: .25.09.2016

Mr. Sumon Saha (C- 37265 )  
Principal Officer  
Sonali Bank Limited  
Phultala Branch  
Khulna.

Dear Sir,

Sub: **Sanction of 20 (Twenty) days Leave (Outside Bangladesh) with full pay to visit Religious Places along with spouse in India.**

Reference to Sonali Bank Ltd. Phultala Branch, Khulna under Ful/leave/sumon/952 Dt.11.08.2016 and recommendation of General Manager's Office, Khulna letter No.GMOK/LEAVE(OB)/4286 Dt. 05.09.2016 we would like to inform you that Personnel Management Division, Officer Management Department, Sec-2, Sonali Bank Limited, Head Office, Dhaka, letter No. PMD/OMD/Sec-2/PF-14113/11769 Dt. 08.09.2016 has sanctioned 20 (Twenty) days leave (out side Bangladesh) with full pay from the date of availing with a permission to visit Religious places along with spouse in India under the following terms and conditions:-

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/ Govt. of Bangladesh.
- 2) This Sanctioned leave will be treated as Leave Outside Bangladesh.
- 3) **Staying abroad over the sanctioned leave is strictly prohibited.**
- 4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-xxx

(Md. Mosharaf Hossain)  
Dy. General Manager.

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's office, Khulna.
02. The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. The Deputy General Manager, Personnel Management Division, Officer Management Department (sec-2), Sonali Bank Limited, Head Office, Dhaka.
04. Director, Hazrat Shajalal(Rh.) International Airport, Dhaka.
05. The Manager, Sonali Bank limited, Phultala Branch, Khulna.
06. Immigration Officer, Hazrat Shajalal(Rh.) International Airport, Dhaka./Benapole, Jessore, Bangladesh/All Land ports, Bangladesh.
07. Personal File/ Master Copy.

Dy. General Manager.