



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: 9550426-34
Fax-88-02-9561409
E-mail:dgmpmd@sonalibank.com.bd
Dy. General Manager
Phone: 9564515

NO.PMD/OMD/SEC-2/(PF-08165)/

Dated : 04 October, 2016.

Mrs. Aparna Mazumder (C-15317),
(Passport No OC2166870),
Principal Officer,
Sonali Bank Limited,
Principal Office, Comilla,
Bangladesh.

১. উপস্থাপন করা হয়েছে	
২. পর্যালোচনা করা হয়েছে	
৩. সিদ্ধান্ত দেওয়া হয়েছে	
৪. নির্দেশ দেওয়া হয়েছে	
৫. প্রয়োজনীয় কাগজাদি প্রস্তুত করা হয়েছে	
৬. প্রয়োজনীয় কাগজাদি প্রেরণ করা হয়েছে	

ডেপুটি ম্যানেজিং অফিসার

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Mr. Puntha a 61016

Subject : Sanction of 30 (Thirty) days leave (OutsideBangladesh) with full pay to meet with Family members and to visit religious places along with family members in India.

Dear Sir,

Reference letter No.4177 dated the 23th August, 2016 of General Manager's Office, Comilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Comilla the authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) with full pay from the date of availment with a permission to meet with family members and to visit religious places along with family members in 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/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 sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Tauhidul Islam)

Assistant General Manager.

copy forwarded for kind information & necessary action to :-

1. General Manager, Sonali Bank Limited, General Manager's Office, Comilla.
2. Deputy General Manager, Sonali Bank Limited, Principal Office, Comilla.
3. 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.
4. Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka/ Benapole, Jessore, Bangladesh/All Land Ports, Bangladesh.

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Assistant General Manager.