



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-6637)/ 12737

Mr. Swapan Kumar Saha (G-27922)
Senior Principal Officer
Sonali Bank Limited
Principal Office
Jhenidah.

Dear Sir,

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

Dated : 04 October, 2016

১. উপস্থাপন করেন	<input type="checkbox"/>
২. মাসিক পরামর্শ	<input type="checkbox"/>
৩. দ্রুত জরুরি দিন	<input checked="" type="checkbox"/>
৪. নথিভুক্ত করেন	<input checked="" type="checkbox"/>
৫. প্রয়োজনীয় পত্রাদি পান	<input checked="" type="checkbox"/>
৬.দিনের মধ্যে সম্মতি দেন	<input type="checkbox"/>

স্বাক্ষরিত/স্বাক্ষরিত ম্যানেজার

Handwritten signatures and initials, including 'WDOJ' and '6/10/16'.

Reference may please be made to the letter no. 4471 dated 22 September, 2016 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 05 October, 2016 or from the date of availing with a permission to visit 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 & 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 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. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office, Jhenidah.
- 04) Immigration Officer, All Airports/All Landports, Bangladesh.

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