



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-7683)/ 13508

Mr. Manoj Kumar Saha (G-29058)
Senior Principal Officer
Sonali Bank Limited
Principal Office
Faridpur.

Dear Sir,

Subject: Permission to visit India for 15 days.

Dated: 19 October, 2016

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ১৯/১০/১৬

এতিয়া-১/২/৩/৪/৫/৬/৭/৮/৯/১০/১১/১২

১. উপস্থাপন করুন

২. আনুগত্য করুন

৩. প্রত্যাহার দিন

৪. কর্তৃত্ব করুন

৫. সর্বোত্তম উপদেষ্টা নিন

৬. ...নিদের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

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Mr. Sridas

Reference may please be made to the letter no. 3951 dated 05 October, 2016 of Sonali Bank Limited, General Manager's Office, Faridpur 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 allowed you to visit India for 15 days (during mandatory leave) from 21 October, 2016 including transit period 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 mandatory leave.
- 3) Staying in abroad will not be allowed over the sanctioned period.

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, Faridpur.
- 02) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office, Faridpur.
- 04) Immigration Officer, All Airports/ All Landports, Bangladesh.

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