



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-11334)/13588

Mr. Dilip Kumar Paul (G-35215)
Senior Principal Officer (Manager)
Sonali Bank Limited
Katiadi Bazar Branch
Kishoreganj.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh)
with full pay to visit India.**

Dated: 20 October, 2016

১. উপস্থাপন করণ
২. জ্ঞান প্রাপ্তকরণ
৩. প্রত্যাহার দিন
৪. মর্মে প্রাপ্তকরণ
৫. প্রত্যাহার পরে পদক্ষেপ দিন
৬.

ডেপুটি প্রিন্সিপাল অফিসার

Shikab

Reference may please be made to the letter no. 3780 dated 02 October, 2016 of Sonali Bank Limited, General Manager's Office, Mymensingh 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 30 days leave (outside Bangladesh) including transit period 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.

As per approval of the authority Mr. Khandaker Noor Mohammad, Pricipal Officer, Katiadi Bazar Branch, Kishoreganj will take over the charges of the Katiadi Bazar Branch, Kishoreganj temporarily during your leave period.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
- 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, Kishoreganj.
- 04) Mr. Khandaker Noor Mohammad, Pricipal Officer, Sonali Bank Limited, Katiadi Bazar Branch, Kishoreganj.
- 05) Immigration Officer, All Airports/All Landports, Bangladesh.

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