



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-9350)/ 13593

Dated : 20 October, 2016

Ms. Protiva Rani Sarker (G-33790)  
Assistant General Manager (Incumbent)  
Presently on leave (outside Bangladesh)  
Sonali Bank Limited  
Green Road Branch  
Dhaka.

১. উদ্দেশ্য	২০/১০
২. আবেদনকারীর নাম	
৩. ছাড়া কার্যকরিতার	
৪. পঞ্জীয়নকারীর	
৫. প্রাপ্যের বি. প. কার্যকরিতার	
৬. .... দিনের মধ্যে সুপারিশ করুন	
ডেপুটি সেক্রেটারি ম্যানেজার	

১৩৫৯  
Mr. Shikhat  
Mr. M. M. M.

Dear Sir,

Subject: **Extention of time to stay in India for 21 days**

Reference may please be made to your application dated 14 October, 2016 on the captioned subject.

We have to advise you that in consideration of your application, the authority has allowed you to stay in India for 16 days from 16 October, 2016 to 05 November, 2016 as medical attendant of your husband under the following terms & conditions:

**Conditions :**

- 1) You will have to bear all expenses during the period of your staying in India. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) You will not be allowed to stay abroad more than the approved period. Your additional 21 days outside Bangladesh leave will consider for approval on return & join at your present place of posting and submission your application.

As per approval of the authority Ms. Suparna Barua, Principal Officer, Sonali Bank Limited, Green Road Branch , Dhaka will continue the charges of the Green Road Branch, Dhaka temporarily during the period you stay in India.

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, Dhaka-2, Dhaka. They are requested for close monitoring of the branch.
- 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, Motijheel, Dhaka. They are requested for close monitoring of the branch.
- 04) Assistant General Manager (Incumbent), Sonali Bank Limited, Green Road Branch , Dhaka
- 05) Ms. Suparna Barua, Principal Officer, Sonali Bank Limited, Green Road Branch , Dhaka
- 06) Immigration Officer, All Airports/ All Landports, Bangladesh.

Assistant General Manager

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