



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No. HRMD/SEC-5/PF/OC-11558/14082

Dated: 06 November 2018

MORSHEDA KHANAM (C-44203)
Officer Cash
(Passport No. BR 0716289)
Sonali Bank Limited
Angaria Bazar Branch,
Shariatpur.

ইনস্ট্রাকশন	সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ	০৭.১১.১৮
ক্রমিক-সংখ্যা	৩৪০১
১. উপস্থাপন করুন	
২. আদায় করুন	
৩. প্রেরণ করুন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পত্রাদি সংগ্রহ করুন	
৬. নিম্নের কার্যক্রম সম্পাদন করুন	

Subject: Permission to stay in India for additional 120 days.

Dear Sir,

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, vide their letter no. 3088 dated: 17th October, 2018, the authority has permitted you to stay in India for additional 120 (One hundred Twenty) days (Outside Bangladesh) from the date of **14.08.2018 to 11.12.2018** under the following terms & conditions:

Conditions:


- 1) You have to bear all expenses during the period of your staying in India. There will be no financial involvement of Sonali Bank Limited & Govt. of Bangladesh.
- 2) You will not be allowed to stay aboard more than the approved period. Additional 120 days will be treated as "Permission to stay in India".
- 3) You have to submit your application for approval the leave after return and join at your present place of posting.

Yours faithfully,
Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. Deputy General Manager, Information Technology Division-Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Madaripur. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Angaria Bazar Branch, Shariatpur.
05. Mr. Md Nizam Uddin, Assistant Consular Officer, Deputy High Commission for The Peoples Republic of Bangladesh, Mumbai, India. Reference your letter no.-Mumbai/Cons/LvEx/20/2016, date- 07.08.2018.
06. Immigration Officer, All Airport, All Land port, Bangladesh.
07. Personal File.


Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.