



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

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Dhaka-1000. Bangladesh.  
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No.PMD/SEC-5/PF/SOC-25657/15555

Dated : 13 November, 2016

Mr. Binoy Krishna kar  
Senior Officer Cash  
Sonali Bank Limited  
Kushtia Branch  
Kushtia.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ১৩/১১/১৬  
প্রক্রিয়া-১/২/এসএসএ

- উপস্থাপন করুন
- আলাপ করুন
- স্বাক্ষর করুন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
- দিনের মধ্যে সম্পাদনা করুন

১৩/১১/১৬

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Binoy Krishna kar (G-15379), Senior Officer Cash, Sonali Bank Limited, Kushtia Branch, Kushtia.**

Dear Sir,

Reference letter No. 4201 dated the 26<sup>th</sup> October, 2016 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India for religious purpose under the following terms & conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manger.

**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-2, 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, Kushtia. Please send the joining report of the related officer specifying the date of leave availment .
04. Assistant General Manger, Sonali Bank Limited, Kushtia Branch, Kushtia.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager