



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmprmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-10644 / 15554

Dated : 13 November, 2016

Mr. Anupam Kumar Das  
Officer Cash  
Sonali Bank Limited  
Poradah Branch  
Kushtia.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
ওফিস নং: ১৪১২ নম্বর  
এজিএম-১/২/ এসএসএ  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. নির্দিষ্ট সময় সম্পাদন করুন  
স্বাক্ষরিত:

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India :  
Mr. Anupam Kumar Das (C-42980), Officer Cash, Sonali Bank Limited, Poradah Branch,  
Kushtia.**

Dear Sir,

Reference letter No.4262 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 30 (Thirty) 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. Manager, Sonali Bank Limited, Poradah Branch, Kushtia.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager