



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-9371)/ 15767

Dated : 16 November 2016

Mr. Anup Kumar Das (G-33768)  
Senior Principal Officer  
Presently on leave (outside Bangladesh)  
Micro Credit Division  
Sonali Bank Limited  
Head Office  
Dhaka.

Dear Sir,

Subject : Extention of time to stay in India for 15 days.

Reference may please be made to your application dated 04 November, 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 15 days from 06 November, 2016 to 20 November, 2016 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 15 days outside Bangladesh leave will consider for approval on return & join at your present place of posting and on submission your application.

Yours Faithfully,

S/d-

( Tauhidul Islam )

Assistant General Manager

**Copy forward for information & necessary action to:**

- 01) The Deputy General Manager, Micro Credit Division, Sonali Bank Limited, Head Office, Dhaka.
- 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) Immigration Officer, All Airports/All Landports, Bangladesh.

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