



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
Head Office  
Motijheel, Dhaka-1000  
Bangladesh.

Personnel Management Division  
Staff Management Department (Sec-7)  
☎ : 47115437, Fax-9573765  
E-mail: [stbipmd7@gmail.com](mailto:stbipmd7@gmail.com)

No.PMD/SMD/SEC-7/PF(SSG-2)-1662/ 16191

Dated : 27 November, 2016

MD SAIDUR RAHMAN(G-21716)  
(Passport No/ BL - 0991917)  
Supporting Staff Grade-2  
Sonali Bank Limited  
Court Building Branch  
Rajshahi.

২৬/১১

১. উপস্থাপন করুন	
২. আবেদন করুন	
৩. জরুরি ছুটি দিন	
৪. নথি সংগ্রহ করুন	
৫. প্রয়োজনীয় পরামর্শ দিন	
৬. ...কিন্তু ...কর্তৃপক্ষের করণ	

ডেপুটি ...

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter no. 5643 Dated 10 November, 2016 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi the authority has sanctioned 30(Thirty) days leave (outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. Over Stay in abroad will not be allowed.
04. This sanction letter will remain valid for 3 (Three) months from the date of issue.

Yours Faithfully,  
Sd/-

(Parimal Bandu Basak)  
Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank Limited, General Manager's office, Rajshahi.
02. The Deputy General Manager, Information and 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. The Deputy General Manager, Sonali Bank Limited, Principal office, Rajshahi.
04. The Assistant General Manager, Sonali Bank Limited, Court Building Branch, Rajshahi.
05. Immigration Officer, All Airports /All Land Ports, Bangladesh.
06. Personal File Copy.

Assistant General Manager  
Parimal Bandu Basak  
Asst. General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office, Dhaka.