



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: sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(SSG-1)-811/ 16648

MD ALAUDDIN MONO(G-10510)
(Passport No. BM - 0217593)
Supporting Staff Grade-1
Sonali Bank Limited
Meherpur Branch
Meherpur.

১. মেশিন টেকনোলজি ডিভিশন	
২. মেশিন টেকনোলজি বিভাগ	
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১০. মেশিন টেকনোলজি বিভাগ	

Dated : 04 December, 2016

৫২০০
Mr. Parimal Bandu Basak
7/12/16

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter no. 4557 Dated 14 November, 2016 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 15(Fifteen) 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 03 (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, Faridpur.
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, Chuadanga.
04. Immigration Officer, All Airports /All Land Ports, Bangladesh.
05. The Manager, Sonali Bank Limited, Meherpur Branch, Meherpur.
06. Personal File Copy.

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