



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-11418)/16883

Dated : 11 December, 2016

Mr. Tapan Kumar Paul (G-35637)  
Senior Principal Officer  
Research, Planning & Modernization Division  
Sonal Bank Limited  
Head Office  
Dhaka.

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 859 dated 06 December, 2016 of Research, Planning & Modernization Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 30 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions :

**Conditions :**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

Yours Faithfully,

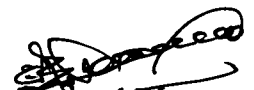
S/d-

(Tauhidul Islam)

Assistant General Manager

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

- 01) The Deputy General Manager, Research, Planning & Modernization 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  
Sonal Bank Limited  
Head Office, Dhaka.