



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Principal Office, Khulna, Bangladesh  
Sonali Bank Bhaban, Khulna-9100  
Phone: 041-720493, 722263, 2831942  
E-Mail: sbpokhul@gmail.com

No.POK/Khul/  
Dated: 06.12.2018

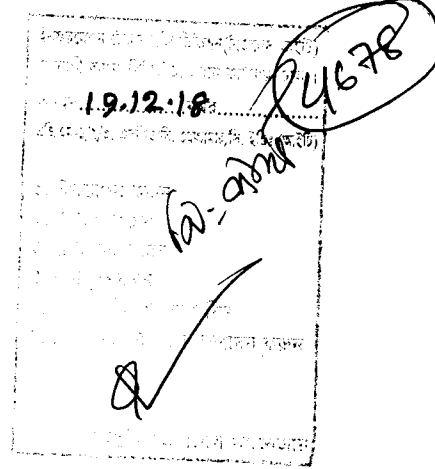
## MEMORANDUM

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

We advise that in consideration of your application and Human Resource Management Division, Officer Management Department (Sec:02), Sonali Bank Limited, Head Office, Dhaka vide their letter No.HO/HRMD/OMD/SEC-2/(PF-17850)/15330(3) Dated.04.12.2018 has sanctioned **Mr. Amitava Paul (C-42024), Principal Officer** 15(Fifteen) days leave (Out side Bangladesh) with full pay from the date of availing with the permission to visit in India. under the following terms & 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. This sanctioned leave will be treated as leave outside Bangladesh.
03. Staying abroad over the sanctioned leave is strictly prohibited.
04. This sanctioned letter will remain valid for 03(Three) months from the date of issue.

**Mr. Amitava Paul(C-42024)**  
**Principal Officer**  
Sonali Bank Limited,  
Principal Office,  
Khulna, Bangladesh  
Passport No. **BX0124234**



Yours faithfully,  
sd/\*\*\*(  
(Md. Shahidul Alam)  
Asstt. General Manager(In-charge)

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Human Resource Management Division (Section-2) Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports & Land ports of Bangladesh.
05. Personal File./Office Copy.

**Asstt. General Manager(In-charge).**