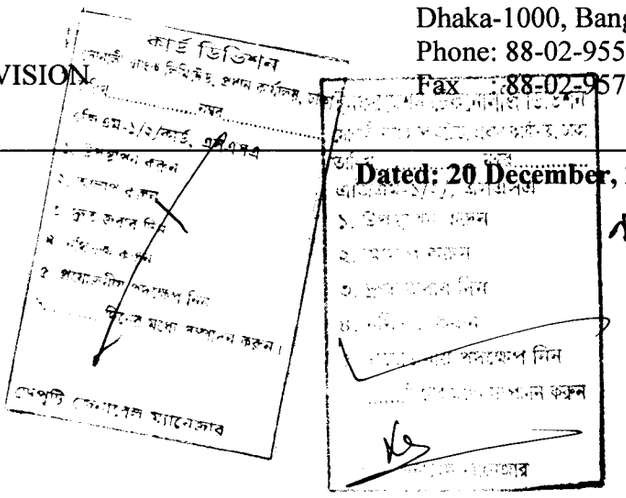
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765



No. PMD/SEC-4/PF- 21426/ 17215 **Dated: 20 December, 2016.**

Nikhil Kumar Sarker (G-34277)
Officer
Passport No: BL 0612732
Sonali Bank Limited
Mithapukur Branch
Rangpur.

Subject: Sanction of 21 (Twenty one) days leave (Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no. 8637 dated the 28Th November, 2016 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We advise that, In consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rangpur the authority has sanctioned 21 (Twenty one) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Holy places in India under the following terms and conditions:

Conditions:

1. **You will have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh .**
2. **It will be treated as 'Leave Outside Bangladesh.**
3. **Stay abroad over the sanctioned leave will not be allowed.**
4. **This sanction letter is valid for 03 (Three) months from the date of issue.**

Yours Faithfully
Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. **General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.**
2. **Deputy General Manager, Sonali Bank Limited, IT Division-2, Head Office, Dhaka.**
3. **Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur.**
4. **Manager, Sonali Bank Limited, Mithapukur Branch, Rangpur.**
5. **Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.**
6. **Immigration Officer, All Land ports/ All other International airports, Bangladesh.**
7. **Personal File / Master Copy.**

Assistant General Manager

MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.