



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121

Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-15282/17368

Dated : 22 December, 2016

Mrs. Laxmi Dey (G-28259)  
Passport No: BL 0726873  
Senior Officer  
Sonali Bank Limited  
Comilla Corporate Branch  
Comilla.

ইনকোর্পোরেশন টেকনোলজি ট্রিস্টান  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ২২/১২/১৬  
এজিএম-১/২/ এস এস এ  
১. উপস্থাপন করুন  
২. আদ্যাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পরামর্শ দিন  
৬. .... দিনের মধ্যে দৃষ্টিভঙ্গি করুন  
ডেপুটি সেকেন্ডারি ম্যানেজার

১০০৭

Mr. Laxmi Dey

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Comilla the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious places in India under the following terms and conditions :

**Conditions :**

- (1) You 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) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Sirajul Islam)

Assistant General Manager.

**Copy forwarded for kind information & Necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Comilla. It has a reference to their letter no. 5558 dated the 01<sup>st</sup> September, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Comilla Corporate Branch, Comilla. They are requested to send her joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.

Assistant General Manager

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