

ইনফরমেশন দেওয়া হয়েছে।  
সোনালী ব্যাংক লিমিটেড  
তারিখ: ২৫/৮/১৯  
১. উপস্থাপন করা  
২. আবেদন করা  
৩. প্রাপ্ত করা  
৪. নথিভুক্ত করা  
৫. প্রয়োজনীয় পদক্ষেপ গ্রহণ  
৬. ....দিনের মধ্যে সম্পাদনা করা  
ডেপুটি জেনারেল ম্যানেজার

# সোনালী ব্যাংক লিমিটেড

**SONALI BANK LIMITED**

**HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT**

(SECTION-2)

NO.HRMD/OMD/SEC-2/(PF-15734)/

Head Office, Dhaka-1000, Bangladesh.  
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E-mail:dgmhrmd@sonalibank.com.bd  
Deputy General Manager  
Phone: +8802-9564515

Dated : 07 AUGUST, 2019

**PALASH CHANDRA SUTRADHAR (C-38191)**

(Passport No-BT 0644712)

Principal Officer  
Sonali Bank Limited  
Principal Office, Feni  
Bangladesh.

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

Dear Sir,

Reference may please be made to the letter No. 2453 dated the 11 July, 2019 of General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Cumilla the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- b) This sanctioned leave will be treated as Leave outside Bangladesh.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

**(Md. Nurullah Khan)**  
Assistant General Manager  
Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- 01. General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
- 02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 03. Deputy General Manager, Sonali Bank Limited, Principal Office, Feni with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 04. Immigration Officer, All Airports/All Land Ports, Bangladesh.

**Assistant General Manager**

Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.