



# SONALI BANK LIMITED

Head Office, Motijheel, Dhaka.

Personnel Management Division  
Staff Management Department(Sec-6)  
E-Mail : dgmpmd@sonalibank.com.bd  
Phone : 47115437, 9564515

No-PMD/SMD/Sec-6/Joc-7445/ 3589

Date: 09 March, 2017

**MR. KUSUM KUMAR CHAKMA (G-32352)**

Officer Cash  
(Passport No. OC-3151413)  
Sonali Bank Limited  
Baghaichari Branch.  
Rangamati.

১. উপস্থাপন করা
২. পরামর্শ করা
৩. প্রায়োগিক পরামর্শ
৪. পরামর্শ করা
৫. পরামর্শ করা
৬. পরামর্শ করা

2017  
"Revised Copy"

Mr. Partha  
2/13/17

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit India .**

Dear Sir,

Reference may please be made to the letter no.1243 dated 08-03-2017 of Sonali Bank Limited, General Manager's Office, Chittagong on the captioned subject.

We have to advise that in consideration of your application and the recommendation of General Manager's Office, Chittagong, the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of availment 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/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as "Leave Outside Bangladesh".
- 3) Over staying is strictly prohibited.
- 4) This sanctioned letter will remain valid for 03 (Three) months from the date of sanctioning .

Yours Faithfully

Sd/-  
(Parimal Bandu Basak)  
Asstt. General Manager

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

- (1) The General Manager, Sonali Bank Limited, General Manager's Office, Chittagong .  
It has a reference to their letter no. 1243 dated 08-03-2017.
- (2) The Deputy General Manager, Information Technology Division-2 , Sonali Bank Limited, Head Office, Dhaka.They are requested to upload the revised copy of leave (Outside Bangladesh) sanction letter in the Bank's website.
- (3) The Deputy General Manager, Sonali Bank Limited, Principal Office, Rangamati.
- (4) The Immigration Officer, All Airports /All Land Ports, Bangladesh.
- (5) The Manager, Sonali Bank Limited, Baghaichari Branch, Rangamati.
- (6) Personal File.

Asstt. General Manager  
Parimal Bandu Basak  
Asst. General Manager  
Personnel Management Division  
Sonali Bank Limited  
Head Office, Dhaka.