



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/OC-10926 / 2856

Dated : 26 February, 2017

Mr. Sujan Kanti Chakma
Officer Cash
Sonali Bank Limited
Ghagra Branch
Rangamati.

ইনফরমেশন প্রদান করা হয়েছে
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 24/2
স্মারক: 2856/2017 এসএসএ
উপস্থাপনা কর্তৃক
১. প্রাপ্ত করা হয়েছে
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৬. প্রাপ্ত করা হয়েছে
ডেপুটি ম্যানেজার

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India & Nepal: Mr. Sujan Kanti Chakma (G-32756), Officer Cash, Sonali Bank Limited, Ghagra Branch, Rangamati.

Dear Sir,

Reference letter No. 703 dated the 8th February, 2017 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 04.03.17 to 18.03.17 or form the date of availment with a permission to visit India & Nepal for religious purpose under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,


Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Rangamati. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Ghagra Branch, Rangamati.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.


Assistant General Manager.