



**সোনালী ব্যাংক লিমিটেড**

**SONALI BANK LIMITED**

**HUMAN RESOURCE MANAGEMENT DIVISION**

**OFFICER MANAGEMENT DEPARTMENT**

**(SECTION-2)**

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-08183)/

**PRIYA RANJAN CHAKMA (G-32395)**

(Passport No-BN 0789557)

Principal Officer (Manager)

Sonali Bank Limited

Mahalchari Branch

Khagrachari, Bangladesh.

সোনালী ব্যাংক লিমিটেড (বিজ্ঞান বিভাগ)  
 ইনস্ট্রুমেন্টস ডিভিশন (বিজ্ঞান বিভাগ)  
 তারিখ: ০৮/৪/১৯  
 এজিএম-১/২/৩, এমপিও/সি, প্রোগ্রামার, সি, ইন্টা (সি/সি)  
 ১. উপস্থাপন করুন  
 ২. আলোচন করুন  
 ৩. হস্ত জবাব দিন  
 ৪. নথিভুক্ত করুন  
 ৫. প্রয়োজনীয় পদক্ষেপ নিন  
 ৬. ....দিনের মধ্যে সম্পাদন করুন  
 ডেপুটি জেনারেল ম্যানেজার

Dated : 08 APRIL, 2019

*Mr. Farhan, Eng (IT)*

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.**

Dear Sir,

Reference may please be made to the letter No. 1998 dated the 14 March, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chattogram the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- 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 :-**

- General Manager, Sonali Bank Limited, General Manager's Office, Chattogram. As per their proposal Mr. Md. Abul Kashem (C-39038), Officer (Cash), Mahalchari Branch, Khagrachari will hold the charge of Manager temporarily on leave of of Mr. Priya Ranjan Chakma.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Rangamati with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Mahalchari Branch, Khagrachari.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Abul Kashem (C-39038), Officer (Cash), Sonali Bank Limited, Mahalchari Branch, Khagrachari.

**Assistant General Manager**

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