



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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NO. HRMD/OMD/SEC-1/4840

Dated : 24 April, 2019

Mr. Priti Kusum Chakma (G-29677)  
Assistant General Manager (Incumbent)  
Sonali Bank Limited  
Khagrachari Branch  
Khagrachari, Bangladesh.

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 1238 dated 27 March, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 30 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing 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 & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority Mr. Sontosh dewan (G-30805), Principal Officer & Joint Custodian, General, Sonali Bank Limited, Khagrachari Branch, Khagrachari will take over the charges of the Branch temporarily during your sanctioned leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

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

01. The General Manager, Sonali Bank Limited, General Manager's Office, Chattogram.
02. The 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. The Assistant General Manager (Incharge), Sonali Bank Limited, Principal Office, Rangamati, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Khagrachari Branch, Khagrachari.
05. Mr. Sontosh dewan (G-30805), Principal Officer & Joint Custodian, General, Sonali Bank Limited, Khagrachari Branch, Khagrachari
06. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan

Assistant General Manager

Human Resources Management

Sonali Bank Limited

Head Office, Dhaka.