



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-11342 / 15488

Dated : 10 November, 2016

Begum Madhu Tara Chakma  
Officer Cash  
Sonali Bank Limited  
Local Office  
Dhaka.

ইনসেন্সন প্রিন্সিপালি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, ঢাকা কার্যালয়, ঢাকা  
তারিখ: ১০/১১/১৬  
এজিএম-১/২/ এসএসএ  
১. উপস্থাপন করছেন  
২. আলোচনা করেন  
৩. প্রস্তাব অনুমোদন করেন  
৪. মর্মেত্ব করেন  
৫. পরামর্শদেয় পত্রাক্রম নিন  
৬. বিবেচনা করে সম্মত হন  
ডেপুটি জেনারেল ম্যানেজার

Subject : **Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India : Begum Madhu Tara Chakma (G-33324), Officer Cash, Sonali Bank Limited, Local Office, Dhaka.**

Dear Sir,

Reference letter No.2644 dated 02<sup>nd</sup> November, 2016 of Local Office on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of local office the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) from the date of availment with a permission to visit India 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/-

(Md. Lutfur Rahman)

Assistant General Manger.

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

01. General Manager, Sonali Bank Limited, Local Office, Dhaka.
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, Establishment Department, Sonali Bank Limited, Local Office, Dhaka.
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.