



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/SOC-8089/14904

Dated: 20 November 2018

SADHAN BIKASH CHAKMA  
Senior Officer Cash  
(Passport No: BM 0334231)  
Sonali Bank Limited  
Baghaichari Branch,  
Rangamati.

ইতিহাসিক নথি সংরক্ষণ বিভাগ (কেন্দ্রীয় আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 20.11.18  
স্মারক: 60238  
বিভাগ: 5-4902  
1. উপস্থাপন করা  
2. পর্যালোচনা  
3. প্রায়ঃ পর্যালোচনা  
4. মঞ্জুর  
5. প্রত্যাখ্যান  
6. প্রত্যাখ্যানের কারণ  
7. প্রত্যাখ্যানের তারিখ  
8. প্রত্যাখ্যানের স্থান  
9. প্রত্যাখ্যানের ব্যক্তি  
10. প্রত্যাখ্যানের মন্তব্য

**Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India: Sadhan Bikash Chakma (G-30012), Senior Officer Cash (Manager), Sonali Bank Limited, Baghaichari Branch, Rangamati.**

Dear Sir,

Reference letter No.4190 dated the 04<sup>th</sup> November, 2018 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 20 (Twenty) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India 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 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

**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- Business IT, 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. As per your recommendation and consequent upon approval of the authority Kusum Kanti Chakma (G-29678), Officer Cash, Baghaichari Branch, Rangamati will hold the charge of Manager temporarily during the leave of Sadhan Bikash Chakma (G-30012).
04. Manager, Sonali Bank Limited, Baghaichari Branch, Rangamati.
05. Kusum Kanti Chakma (G-29678), Officer Cash, Sonali Bank Limited, Baghaichari Branch, Rangamati.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager  
Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.