



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 21078/4102

Dated: 20 March, 2017

Mohammad Abdur Rab
Officer (G-33875)
Passport No: BM 0019675
Sonali Bank Limited
Halishahar Housing Estate Branch
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 20/3/17 মাস: 03
এজিএম-১/২/১/ এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

20/3/17
Mr. Sirajul Islam
W/S

Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to perform holy Umrah in Saudi Arabia.

Dear Sir,

Reference letter no. 857 dated the 16th February, 2017 of General Manager's Office, Chittagong on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to perform holy Umrah in Saudi Arabia under the following terms and conditions:

Conditions:

1. You will have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh .
2. It will be treated as 'Leave Outside Bangladesh'.
3. Staying abroad over the sanctioned leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong.
4. Manager, Sonali Bank Limited, Halishahar Housing Estate Branch, Chittagong.
5. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
6. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.