



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

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Personnel Management Division  
Officer Management Department(Sec-1)

E-mail: dgmpmd@sonalibank.com.bd  
Phone : 9564515, 9551121, 01551061274

NO. PMD/OMD/SEC-1/PF(O-9374)/ 5034

Dated : 04 April, 2017

Mr. Md. Oliuzzaman (G-33997)  
Senior Principal Officer  
Sonal Bank Limited  
Principal Office  
Natore.

Dear Sir,

Subject : **Sanction of 18 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Reference may please be made to the letter no. 1292 dated 14 March, 2017 of General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 18 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj 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) It will be treated as leave outside Bangladesh.
- 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.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

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

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
- 02) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office, Natore.
- 04) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager