



SONALI BANK LIMITED

Head Office, Motijheel, Dhaka.

Personnel Management Division

Staff Management Department(Sec-6)

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No-PMD/SMD/Sec-6/Joc-7454/ 5281

Date: 09 April, 2017

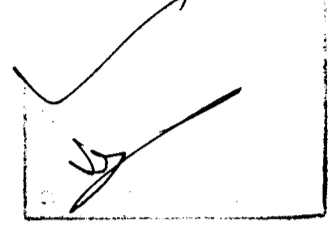
MOHAMMAD HUMAYUN KABIR (G-32423)

(Passport No. BN 0359733)

Sonali Bank Limited

Jatrabari Branch.

Dhaka.



Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit K.S.A for performing " The Holy Omrah" .

Dear Sir,

Reference may please be made to the letter no.1487 dated 23-03-2017 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and the recommendation of General Manager's Office, Dhaka-2, Dhaka, the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit K.S.A for performing " The Holy Omrah" 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) This sanctioned leave will be treated as "**Leave Outside Bangladesh**".
- 3) **Over staying is strictly prohibited.**
- 4) This sanctioned letter will remain valid for 03 (Three) months from the date of sanctioning .

Yours Faithfully

Sd/-

(Parimal Bandu Basak)

Asstt. General Manager

Copy forwarded for kind information & necessary action to :

- (1) The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. It has a reference to their letter no. 1487 dated 23-03-2017.
- (2) The Deputy General Manager, Information Technology Division-2 , Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the revised copy of leave (Outside Bangladesh) sanction letter in the Bank's website.
- (3) The Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka.
- (4) The Immigration Officer, All International Airports, Bangladesh.
- (5) The Manager, Sonali Bank Limited, Jatrabari Branch, Dhaka.
- (6) Personal File.

Asstt. General Manager

Parimal Bandu Basak

Asst General Manager

Personnel Management Division

Sonali Bank Limited

Head Office, Dhaka.