



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
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/ PF(O-6222)/ 6775

Mr. Abdul Wadud Sikder (G-28292)
Senior Principal Officer
Sonal Bank Limited
Laldighi Corporate Branch
Chittagong.

Dear Sir,

Subject : **Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2017.**

Mr. Partha
egm

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সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৬/৮ নম্বর:.....
এজিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্মতন করুন
ডেপুটি মেনেজার ম্যানেজার

Reference may please be made to the letter no. 1626, dated 07 March, 2017 of General Manager's Office, Chittagong on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 45 days leave (outside Bangladesh) including transit period from 30 July, 2017 or from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2017 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 be valid only for performing Holy Hajj-2017.

Yours Faithfully,

S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
- 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, Laldighi Corporate Branch, Chittagong.
- 04) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonal Bank Limited
Head Office, Dhaka.