



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
Phone: 93645113, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6476)/ 7173

Dated : 04 May, 2017

Mr. Md. Mosharrof Hossain (G-27442)
Assistant General Manager
Sonali Bank Limited
Ramna Corporate Branch
Dhaka.

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Handwritten signatures and initials

Dear Sir,

Subject : **Sanction of 15 (fifteen) 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. 3547 dated 18 April, 2017 of Ramna Corporate Branch, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Branch's recommendation, the authority has sanctioned 15 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:

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited and 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, Ramna Corporate Branch, Dhaka
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. Immigration Officer, All Airports, Bangladesh.

Handwritten signature
Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.