



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

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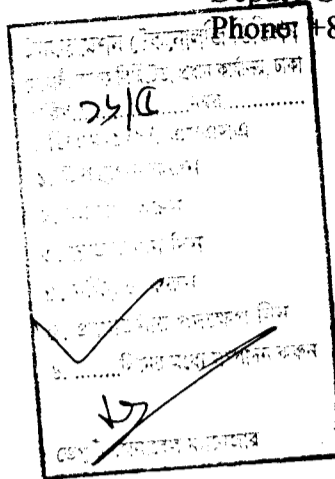
E-mail:dgmpmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(CF-18737)/

**MD MONIRUZZAMAN (G-17472),**  
(Passport No-OC 2028239),  
Senior Principal Officer,  
Sonal Bank Limited,  
Local Office, Dhaka,  
Bangladesh.



Dated : 15 May, 2017

৩৬৩৫  
Mr. Faruk  
MPE

**Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to perform Holy Umrah Hajj in Kingdom of Saudi Arabia and visit in India.**

Dear Sir,

Reference letter No. 765 dated the 09 March, 2017 of Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Local Office, Dhaka the authority has sanctioned 25 (Twenty Five) days leave (outside Bangladesh) with full pay from the date of availing with a permission to perform Holy Umrah Hajj in Kingdom of Saudia Arabia and visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,  
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, Local Office, Dhaka.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

7515 (3)

Assistant General Manager

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