



সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Human Resource Management Division(Sec-3)
Head Office. Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-223385529
E-Mail:sbl.hrmd3@sonalibank.com.bd



No.HRMD/SEC-3/PF/SO-21142/3408

Date : 08 May 2023

SHAHANARA AKTER (G-32868)

Passport No. A03925197

Senior Officer

Security And Protocol Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ইনকম্পেন্সন টেকনিক্যাল ডিভিশন(বিজনেস ডি.ইউ.)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৭/৫/২০২৩
এক্সেস: ১/২/৩, ৪/৫/৬, ৭/৮/৯, ১০/১১/১২, ১৩/১৪/১৫ (সই/সি)
১. উপস্থাপন করেন ২৮৬০
২. আলোচন করেন
৩. প্রস্তুত করেন দিন
৪. চূড়ান্ত করেন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ...বিভাগে প্রাপ্ত সন্যাসাদন করেন
ডেপুটি সিনিয়র ম্যানেজার

Mr. Rabbin Ham

Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2023" in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Security And Protocol Division, Sonali Bank Limited, Head Office, Dhaka vide their letter no. 141 dated 28 March 2023, the authority has sanctioned 45 (Forty Five) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the "Holy Hajj -2023" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Security And Protocol Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the sanction letter of leave (outside Bangladesh) on the Bank's Website.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division-
Sonali Bank Limited
Head Office, Dhaka.