



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail: dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/SEC-2/(PF-18336)/

Dated : 18 DECEMBER, 2018

TASLIM UDDIN (C-42481)
(Passport No-BX 0537591)
Principal Officer
Card Division
Sonali Bank Limited
Head Office, Dhaka
Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No.2919 dated the 29 October, 2018 of Card Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Card Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Umrah Hajj 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/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Card Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 15788(2) 02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports.

Assistant General Manager

Md. Nurullah Khar.
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.