



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division
Officer Management Department(Sec-1)
E-mail: dgmhrmd@sonalibank.com.bd
Phone : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/134

Dated : 01 January, 2019

Ms. Selina Ahmed (G-26814)
Principal (General Manager)
Sonali Bank Staff College
Dhaka, Bangladesh.

Sir,

Subject: **Sanction of 16 days outside Bangladesh leave with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Reference may please be made to the letter no. 1261 dated 17 December, 2018 of Sonali Bank Staff College, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank Staff College, the Board of Directors of Sonali Bank Limited in their 613rd meeting held on 24 December, 2018 has sanctioned 16 days outside Bangladesh leave including transit period and government/weekly holidays from 09 January, 2019 or then thereafter from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj 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) The Period of traveling will be adjusted from earned leave.
- 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.

As per approval of the authority Mr. Gouri Tosh Paul, Deputy General Manager, Sonali Bank Staff College, Dhaka will take over the charges of the Sonali Bank Staff College, Dhaka temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Kadir Chowdhury)
Deputy General Manager

Copy forward for kind information & necessary action to :

01. All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
02. All General Managers, Sonali Bank Limited, Head Office, Dhaka.
03. The Principal (General Manager), Sonali Bank Staff College, Dhaka.
04. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
05. The 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.
06. Mr. Gouri Tosh Paul, Deputy General Manager, Sonali Bank Staff College, Dhaka.
07. Immigration Officer, All Airports, Bangladesh.

Deputy General Manager
Md. Anwar Kadir Chowdhury
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.