



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: 9564515, 9561121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-12492)/ ৪৯২

Mr. Khaled Mohammad Farhad (G-36359)  
Senior Principal Officer & Joint Custodian (General)  
Sonali Bank Limited  
Dargagate Corporate Branch  
Sylhet.

Dear Sir,

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

১. উপস্থাপন ককন	.....
২. যাচাইপ ককন	.....
৩. প্রাপ্ত তারিখ দিন	.....
৪. দায়িত্ব ককন	.....
৫. প্রয়োজনীয় প্যাকেজ নিন	.....
৬. .... দিনের মধ্যে সম্পাদন ককন	.....

ডেপুটি জেনারেল ম্যানেজার

Dated : 17 January 2017

Reference may please be made to the letter no. 31 dated 01 January, 2017 of General Manager's Office, Sylhet on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from 18 January, 2017 or 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) 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 3 (three) months from the date of issue.

As per approval of the authority Mr. Abdul Wahid, Senior Principal Officer of the same branch will take over the charges of Joint Custodian (General) of Sonali Bank Limited, Dargagate Corporate Branch, Sylhet temporarily during your leave period.

Yours Faithfully,

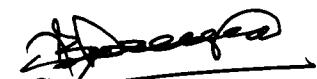
S/d-

(Tauhidul Islam)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- 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) The Deputy General Manager, Sonali Bank Limited, Dargagate Corporate Branch, Sylhet.
- 04) Mr. Abdul Wahid, Senior Principal Officer, Sonali Bank Limited, Dargagate Corporate Branch, Sylhet.
- 05) Immigration Officer, All Airport, Bangladesh.

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