



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-19314)/1495

SHAH MOHAMMAD MOKSUD ALI (G-35320),
(Passport No-OC 0155234),
Principal Officer,
Sonali Bank Limited,
Habigonj Branch, Habigonj,
Bangladesh.

৩০/১
Dated : 29 January, 2017
689
Mr. Moksud Ali

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Kingdom of Saudi Arabia to perform Holy Umrah Hajj.

Dear Sir,

Reference letter No. 3740 dated the 10th November, 2016 of General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Sylhet the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Kingdom of Saudi Arabia to perform 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/-

(Tauhidul Islam)
Assistant General Manager
Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Habigonj.
- Manager, Habigonj Branch, Habigonj
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/
Osmani International Airport, Sylhet, Bangladesh.


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