



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-11712)/ 2393

১. উপস্থাপন করা
২. আলোচনা করা
৩. প্রস্তাব উপস্থাপন করা
৪. সিদ্ধান্ত গ্রহণ করা
৫. প্রয়োজনীয় পদক্ষেপ গ্রহণ করা
৬. প্রাপ্তি তারিখ, অফিসের নাম
৭. প্রাপ্তি তারিখ, অফিসের নাম

Dated : 13 February 2017

Mr. Md Billal Hossain (C-35802)
Assistant General Manager
Information Technology Division-1
Sonali Bank Limited
Head Office
Dhaka.

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Dear Sir,

Subject : Permission to participate a meeting with the I.T team of Arab National Bank, K.S.A regarding remittance data file during the visit to K.S.A for performing Holly Omrah Hajj.

Reference may please be made to the letter no. 344 dated 09 February, 2017 of Information Technology Division-1, Head Office, Dhaka on the captioned subject.

Further to our letter no.1018, dated 19 January, 2017, we have to advise you that in consideration of your application and divisional recommendation, the authority has permitted you to participate a meeting with Arab National Bank, K.S.A regarding remittance data file during your visit to K.S.A for performing Holly Omrah Hajj for 15 days including transit period from the date of availing with a permission to visit K.S.A. under the following terms & conditions:

Conditions :

- 1) You will have to bear all expenses of the visit and regarding participation in the proposed meeting with Arab National Bank, K.S.A. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh. You will be personally liable to comply with the rules & regulations regarding participation in the meeting.
- 2) You will not be engaged with any activities against the Bank & the State during participation in the meeting with Arab National Bank's I.T team regarding remittance data file.
- 3) It will be treated as leave outside Bangladesh.
- 4) Over stay in abroad will not be allowed.
- 5) This sanction letter will remain valid upto 18 April, 2017.

Yours Faithfully,
S/d-
(Tauhidul Islam)
Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The Deputy General Manager, Information Technology Division-1, Sonali Bank Limited, Head Office, Dhaka.
- 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) Immigration Officer, All Airports, Bangladesh.

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