



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

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Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. PMD/SEC-4/PF- 14255/2491

Mohamamd Abu Taiob
Officer (C-24968)
Passport No: OC 9028892
Sonal Bank Limited
Gulshan Branch
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ:.....	নং:.....
এজিএম-১/২/১, এসএসএ	
১. উপস্থাপন করুন	
২. আলাপ করুন	
৩. প্রাপ্ত তারিখ দিন	
৪. নথি চূড়ান্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ দিন	
৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি ম্যানেজিং ম্যানেজার	

Dated: 16 February, 2017

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

Dear Sir,

Reference letter no. 437 dated the 25th January, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to perform Umrah Hajj in Saudi Arab under the following terms and conditions:

Conditions:

1. You will have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh .
2. It will be treated as 'Leave Outside Bangladesh'.
3. Staying abroad over the sanctioned leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabondhu Avenue, Dhaka.
4. Assistant General Manager, Sonali Bank Limited, Gulshan Branch, Dhaka.
5. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
6. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager