



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-11207 / 3164

Dated : 01 March, 2017

Begum Fatema Sultana Nahid  
Officer Cash  
Sonali Bank Limited  
Foreign Exchange Corporate Branch  
Dhaka.

ইনফরমেশন টি... সার্ভিস ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০১/৩/১৭  
এজিএম-১/২/১৭  
১. উপস্থাপন করুন  
২. আনু্যায়িক করুন  
৩. দ্রুত অবসর দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ...দিনের মধ্যে সম্পাদন করুন  
ডেপুটি ম্যানেজিং ম্যানেজার

**Subject :** Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit K.S.A. for performing Umrah Hajj : Begum Fatema Sultana Nahid (C-43139), Officer Cash, Sonali Bank Limited, Foreign Exchange Corporate Branch, Dhaka.

Dear Sir,

Reference letter No. 699 dated the 12<sup>th</sup> February, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) form the date of 05.03.17 to 19.03.17 or from the date of availment with a permission to visit K.S.A. for performing Umrah Hajj under the following terms & conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Foreign Exchange Corporate Branch, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.