



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Bangladesh.
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NO.PMD/OMD/SEC-2/(PF-12557)/ 3349

MD SHOHIDUL ISLAM (G-36433),
(Passport No-BL 0746093),
Principal Officer,
Sonali Investment Limited,
Head Office, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৫/৩/১৭
নং: ১৩৩
এক্সিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রস্তাব জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 05 March, 2017

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. 176 dated the 12th February, 2017 of Sonali Investment Limited on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Investment Limited 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:-

- Chief Executive Officer, Sonali Investment Limited, Head Office, Dhaka.
- 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.
- 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.