



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
Phone: 9564513, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-6010)/3518

Mr. Mohammad Abdul Jalil (G-26610)
Deputy General Manager
Sonali Bank Limited
Card Division
Head Office
Dhaka.

Dated : 08 March, 2017

ইনফর্মেশন সিস্টেম ডিভিশন
সোনালী ব্যাংক লিমিটেড, ঢাকা

তারিখ: ০৮/০৩/১৭ নম্বর: ৩২২০
এজিএম: ১/২/এসএসএ

১. উপস্থাপন করুন
২. পর্যালোচনা করুন
৩. প্রস্তুত জবাব দিন
৪. দাখিল করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার

Dear Sir,

Subject: **Sanction of 16 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

M. Faruk
২/৩

Reference may please be made to the letter no. 612 dated 25 January, 2017 of Card Division, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 56th meeting held on 28 February, 2017 have sanctioned 16 days leave (outside Bangladesh) including transit period from 15 March, 2017 or from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority Mr. Md. Mozammel Hoque Khan, Deputy General Manager, Information Technology Division-2, Head Office, Dhaka will take over the charges of Card Division, Head Office, Dhaka temporarily during your leave period.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Card Division/ Information Technology Division, 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) Mr. Md. Mozammel Hoque Khan, Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
- 04) Immigration Officer, All Airports, Bangladesh.

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