



সোনালী ব্যাংক লিমিটেড

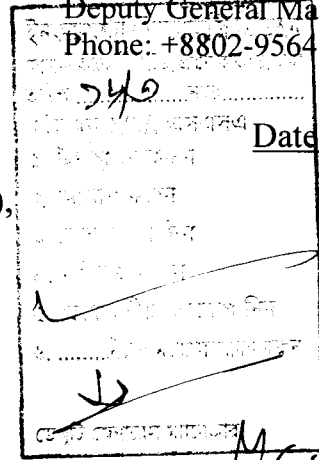
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Bangladesh.
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Deputy General Manager

Phone: +8802-9564515



Dated : 14 March, 2017

NO.PMD/OMD/SEC-2/(CF-12521)/ 3511

MOHAMMAD SAIDUR RAHMAN (G-36425),
(Passport No-OC 2150864),
Principal Officer,
Sonal Bank Limited,
Comilla Corporate Branch, Comilla,
Bangladesh.

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. 893 dated the 15 February, 2017 of General Manager's Office, Comilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Comilla the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from 01-04-2017 or 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:-

- General Manager, Sonali Bank Limited, General Manager's Office, Comilla.
- 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.
- Deputy General Manager, Sonali Bank Limited, Comilla Corporate Branch, Comilla
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

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