



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO. HRMD/OMD/SEC-1/4472

Dated : 10 April, 2019

Mr. Mohammad Nurul Hoque (G-26255)
General Manager
Sonali Bank Limited
General Manager's Office
Cumilla, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আই)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 10/04/19
ক্রমিক-1/2/3, কম্পিউটার, প্রোগ্রামার/সি, ইঞ্জিনিয়ার (সফটওয়্যার)

1. উপস্থাপন করুন
2. আলোচন করুন
3. দ্রুত জবাব দিন
4. নথিভুক্ত করুন
5. প্রয়োজনীয় পদক্ষেপ নিন
6.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Faruk, Eng (IT)
11/04

Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Reference may please be made to the letter no.949 dated 13 March, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 626th meeting held on 04 April, 2019 has sanctioned 15 days outside Bangladesh leave including transit period and government/ weekly holidays from 16 May, 2019 or then thereafter 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. The Period of traveling will be adjusted from earned leave.
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. Tofayel Ahmed, Deputy General Manager, General Manager's Office, Cumilla will take over the charges of the General Manager's Office, Cumilla temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Kadir Chowdhury)

Deputy General Manager

Copy forward for kind information & necessary action to :

01. The General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Mr. Tofahyel Ahmed, Deputy General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
04. Immigration Officer, All Airports, Bangladesh.

Deputy General Manager