



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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Deputy General Manager

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NO.HO/HRMD/SEC-2/(PF-17974)/

EPSITA AKTER RUMA (C-40959)

(Passport No-EA 0210194)

Principal Officer

International Trade Finance Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ইনস্ট্রুমেন্ট নং: ১০৬/১৩৬৩/১৩৬৩/১৩৬৩	১৩৬৩
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।	
তারিখ: ১৭/০৪/১৯	১৯৭৫
ক্রমিক নং: ১৩৬/১৩৬৩/১৩৬৩/১৩৬৩	
১. উপস্থাপন করুন	
২. মতামত করুন	
৩. তারিখ চমক দিন	
৪. লক্ষ্য করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬. ....(নিম্নলিখিত) সম্পাদনা করুন	
যোগাযোগ: ১৩৬৩/১৩৬৩/১৩৬৩/১৩৬৩	

Dated : 17 APRIL, 2019

**Subject : Sanction of 20 (Twenty) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.**

Dear Sir,

Reference may please be made to the letter No.774 dated the 09 April, 2019 of International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing 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/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- Deputy General Manager, International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports.

**Assistant General Manager**

Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.