



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000, Bangladesh.  
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No. HRMD/SEC-5/OC-12733/ 4875

Dated: 23 April, 2019

MR. MD. MONIRUL ISLAM (G-21953)  
Officer Cash  
Sonali Bank Limited  
Foreign Exchange Corporate Branch  
Dhaka.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ২৩/৪/১৯, ২০১৯  
এজিএম-১/২/৩, এসপিওসি, জেএমসি/সি, ইজি (সিইসি)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit K.S.A. for performing Umrah Hajj.**

Dear Sir,

Reference may please be made to the letter No. GMO-DHAKA-2/HRMD/ dated the 11 April, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, Dhaka, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay including transit period and government weekly holidays from the date of availment with a permission to Visit K.S.A. for performing Umrah Hajj under the following terms & conditions:

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

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

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Foreign Exchange Corporate Branch, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

**Assistant General Manager.**

Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.