



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

E-mail: dgmhrmd@sonalibank.com.bd

Phone : +8802-9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/5332

Mr. Md. Shamsul Haque (G-36206)
Senior Principal Officer
Sonal Bank Limited
General Manager's Office
Dhaka-2, Dhaka
Bangladesh.

Dear Sir,

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

ইনফরমেশন টেকনোলজির ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 6/5/19 নম্বর:
এজিএম-১/২/৩, এনপিও/নি, প্রেসআফ/নি, ইজিও (আইটি)

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

2042

Mr. Prutho
Engg (IT)

ডেপুটি জেনারেল ম্যানেজার

Dated : 05 May, 2019

Reference may please be made to the letter no.1774 dated 23 April, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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 authority has sanctioned 20 days outside Bangladesh leave including transit period and government/ weekly holidays 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka, with a request to send us the related joining report of the above Officer specifying the date of leave availed.
- 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) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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