



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. PMD/SEC-4/PF- 13186/7154

Dated: 07 May, 2017

Md Kamrul Islam Bhuiyan

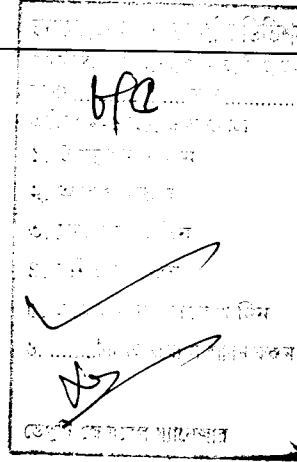
Officer(G-24635)

Passport No: OC 7082524

Sonali Bank Limited

Nabiganj Branch

Narayanganj.



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Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay to perform Umrah in Saudi Arabia.

Dear Sir,

Reference letter no. 1441 dated the 22th March, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to perform Umrah in Saudi Arabia under the following terms and conditions:

Conditions:

1. You will have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
2. It will be treated as 'Leave outside Bangladesh'.
3. Staying abroad over the sanctioned leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd/-

(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Narayanganj.
4. Immigration Officer, Hazrat Shahjalal(Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports /All Other International Airports, Bangladesh.
6. Manager, Sonali Bank Limited, Nabiganj Branch, Narayanganj.
7. Personal File / Master Copy .


Assistant General Manager

MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.