



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

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Personnel Management Division
Officer Management Department(Sec-1)
E-mail: dgmpmd@sonalibank.com.bd
Phone : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-9572)/7297

Dated : 08 May, 2017

Mr. Munshi Zahidur Rashid (G-34929)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Rajuk Bhaban Branch
Dhaka.

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Mr. Harunor Rashid

Dear Sir,

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

Reference may please be made to the letter no. 2073 dated 30 April, 2017 of 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 General Manager's Office recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period 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 and Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 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. Harunoor Rashid, Assistant General Manager, Rajuk Bhaban Branch, Dhaka will take over the charges of the branch temporarily during your sanctioned leave period.

Yours Faithfully,

S/d-

(Tauhidul Islam)

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
02. The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Rajuk Bhaban Branch, Dhaka.
05. Mr. Harunoor Rashid Assistant General Manager, Sonali Bank Limited, Rajuk Bhaban Branch, Dhaka
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka.