



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 : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/5879

Mr. Md. Obayed Ullah Al Masud  
CEO & Managing Director  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

Sir,

Subject: **Sanction of 10 days outside Bangladesh leave with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Reference may please be made to your application dated 08 May, 2019.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 633th meeting held on 13 May, 2019 has sanctioned 10 days leave (outside Bangladesh) excluding transit period from 25 May, 2019 to 03 June, 2019 with a permission to visit KSA for performing Holy Omrah Hajj under the following terms & conditions:

**Conditions :**

- 1) He will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) The approved tour will be treated as leave outside Bangladesh.
- 3) He will not be allowed to stay abroad more then the approved period.

Yours Faithfully,

S/d-

(A, K, M Sajedur Rahman Khan)  
Deputy Managing Director

**Copy forward for kind information & necessary action to :**

01. The Governor, Bangladesh Bank, Dhaka.
02. The Senior Secretary, Financial Institutions Division, Ministry of Finance, Government of the People's Republic of Bangladesh.
03. All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
04. The General Manager & Company Secretary, Company Affairs and Board Division, Sonali Bank Limited, Head Office, Dhaka.
05. All General Managers, Sonali Bank Limited, Dhaka.
06. 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.
07. The Director, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
08. PS to CEO & Managing Director, Sonali Bank Limited, Head Office, Dhaka.
09. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.

Deputy Managing Director

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 19/05/2019  
একিএম/স/১৩, এলপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার (আইটি)  
১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জবাব দিন  
৪. সুস্থিত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. .....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

Dated : 19 May, 2019

Mr Partho Eng(IT)