



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/PO-12838/5821

Date : 19 May, 2019

MD FERDOUS AHMED (G-24287)  
Passport No. BR 0674683  
Principal Officer  
Sonali Bank Limited  
Shilpa Bhaban Corporate Branch,Dhaka.  
Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৯/০৫/১৯  
নং: ১২৮৩৮/৫৮২১  
বিষয়: ১৫/১৫, বঙ্গদেশি, গেরোজানি, ইত্যাদি (সহীতি)

- উপস্থাপন করুন
- আলাপ করুন
- দ্রুত জবাব দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ দিন
- .....দিনের মধ্যে সম্পাদন করুন

ডেপুটি সেক্রেটারি: ম্যানিজার

Mr Ferdous Eng (IT)

**Subject : Sanction of 15 (Fifteen) days leave to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).**

Dear Sir,

We have the pleasure to advise that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from 19-05-2019 or the date of availment with a permission to perform the Holly Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions :-

01. This sanctioned leave will be treated as leave (Outside Bangladesh) only to perform the Holy Umrah.
02. You will have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.
05. This sanction is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Jahangir Hossain)  
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, Shilpa Bhaban Corporate Branch, Dhaka. They are requested to send his joining report after availment of leave.
04. Immigration Officer, All International Airports/Land Ports of Bangladesh.
05. Master Copy/ Personal File/ Office Copy

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.