



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-1/6559

Dated : 12 June, 2019

Mr. Mohammad Abdul Jalil (G-26610)

General Manager

Sonali Bank Limited

Ramna Corporate Branch

Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 45 days outside Bangladesh leave with full pay to visit KSA for performing Holy Hajj-2019.**

Reference may please be made to the letter no. 1506 dated 06 May, 2019 of Sonali Bank Limited, Ramna Corporate Branch, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, the Board of Directors of Sonali Bank Limited in their 636th meeting held on 10 June, 2019 has sanctioned 45 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 Hajj-2019 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 be valid only for performing Holy Hajj-2019.

As per approval of the authority Mr. Md. Musa Khan, Deputy General Manager, Ramna Corporate Branch, Dhaka will take over the charges of the Ramna Corporate Branch, Dhaka temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Kadir Chowdhury)

Deputy General Manager

Copy forward for kind information & necessary action to :

- 01) The General Manager, Sonali Bank Limited, Ramna Corporate Branch, Dhaka.
- 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) Mr. Md. Musa Khan, Deputy General Manager, Sonali Bank Limited, Ramna Corporate Branch, Dhaka.
- 04) Immigration Officer, All Airports, Bangladesh.

Deputy General Manager

Md. Anwar Kadir Chowdhury
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.