

NO. HRMD/OMD/SEC-1/6567

Dated : 13 June, 2019

Mr. Tofayel Ahmed (G-27378)  
Deputy General Manager  
Sonal Bank Limited  
General Manager's Office  
Cumilla, Bangladesh.

২১/৬/১৯  
২১০০  
Mr Partho, Eng (IT)

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. 1498 dated 16 April, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 635th meeting held on 27 May, 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.

Yours Faithfully,


Sd/-

(Md. Nurullah Khan)  
Assistant General Manager

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

01. The General Manager, Sonali Bank Limited, General Manager's Office, Cumilla, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
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. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

  
**Md. Nurullah Khan**  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.