



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 : +8802-9564515, 9551121, 01727346202

NO. HRMD/OMD/SEC-1/6692

Dated : 13 June, 2019

Mr. Md. Anisul Hoque (G-27432)
Deputy General Manager
Common Services Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

১৩/৬/১৯

১. ...
২. ...
৩. ...
৪. ...
৫. ...
৬. ...

১৩/৬/১৯

Mr. Partha, 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. 390 dated 24 March, 2019 of Common Services Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and divisional recommendation, 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 07 July, 2019 or 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, Common Services Division, Sonali Bank Limited, Head Office, Dhaka, 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.