



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Sec-1)  
E-mail: dgmhrmd@sonalibank.com.bd  
Phone : +8802-9564515 DGM, 9551121 AGM.

১৯/৬/১৯

১. উপস্থাপিত কাম  
২. আবেদন পত্র  
৩. স্বাক্ষরিত কাম  
৪. নথিভুক্ত কাম  
৫. প্রোগ্রামিং/সফটওয়্যার ডিভিশন  
৬. ... ..

তেজপতি সোনালী ব্যাংক লিমিটেড

NO. HRMD/OMD/SEC-1/7070

Dated : 20 June, 2019

Mr. S M Eunus Ali (G-26733)  
Assistant General Manager  
Sonali Bank Limited  
Principal Office  
Sirajgonj, Bangladesh.

Mr Partho, Eng (IT)

Dear Sir,

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

Reference may please be made to the letter no. 2398 dated 27 May, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority 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, Rajshahi.
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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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