



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.

NO. HRMD/OMD/SEC-1/7069

Dated : 20 June, 2019

Mr. Bulbul Ahmed Chowdhury (G-36212)
Senior Principal Officer (Manager)
Sonali Bank Limited
P.A.T.C. Branch
Dhaka, Bangladesh.

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. 2505 dated 16 June, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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.
5. During your sanctioned leave period Ms. Ferdushi Momotaz, Principal Officer (Joint Custodian, General), P A T C Branch, Dhaka will take over the charges of the branch temporarily.

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, Dhaka-2, 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, P A T C Branch, Dhaka.
05. Ms. Ferdushi Momotaz,, Principal Officer (Joint Custodian, General), Sonali Bank Limited, P A T C Branch, Dhaka. You will take over the charges of the branch during the sanctioned leave period of Mr. Bulbul Ahmed Chowdhury.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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