



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-1/7170

Dated : 24 June, 2019

Mr. A M Farhad Hossain (G-26871)
Deputy General Manager
Sonal Bank Limited
Principal Office
Satkhira, 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. 1951 dated 09 May, 2019 of Sonali Bank Limited, General Manager's Office, Khulan 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 638th meeting held on 20 June, 2019 has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 14 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.

As per approval of the authority Mr. Monoranjan Biswas, Assistant General Manager, Principal Office, Satkhira will take over the charges of the Principal Office, Satkhira temporarily during your leave period.

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, Khulna, 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Satkhira.
04. Mr. Monoranjan Biswas, Assistant General Manager, Sonali Bank Limited, Principal Office, Satkhira.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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