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 : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/7798

Dated : 04 July, 2019

Mr. Md. Nurul Islam (G-26297)
General Manager
Sonali Bank Limited
Head Office
Dhaka, 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 your application dated 24 June, 2019.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 640th meeting held on 01 July, 2019 has sanctioned 45 days (instead of 30 days outside Bangladesh leave sanctioned by the Board of Directors of Sonali Bank Limited in their 637th meeting held on 17 June, 2019) outside Bangladesh leave including transit period and government/ weekly holidays from 08 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,

S/d-
(Md. Anwar Kadir Chowdhury)
Deputy General Manager

Copy forward for kind information & necessary action to:

01. All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
02. All General Managers, Sonali Bank Limited, Head Office, Dhaka.
03. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
04. 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.
05. Immigration Officer, All Airports, Bangladesh.

Deputy General Manager

Md. Anwar Kadir Chowdhury
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.