



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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১৭/১৯ জুলাই

NO. HRMD/OMD/SEC-1/7705

Mr. Mohammad Beder Uddin Khan (G-25076)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Faridgonj Branch  
Chandpur, Bangladesh.

Dated : 03 July, 2019

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. 2158 dated 17 June, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla 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 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.
5. During your sanctioned leave period Mr. Md. Alauddin Mollah (C-42903), Principal Officer, Faridgonj Branch, Chandpur will take over the charges (as additional Charges of her present duties) 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, Cumilla.
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, Chandpur, 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, Faridgonj Branch, Chandpur.
05. Mr. Md. Alauddin Mollah (C-42903), Principal Officer, Sonali Bank Limited, Faridgonj Branch, Chandpur. You will take over the charges (as additional Charges of her present duties) of the branch during the sanctioned leave period of Mr. Mohammad Beder Uddin Khan.
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.