



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-1/7703

Dated : 03 July, 2019

Mr. Md. Mobarak Hossain (G-28205)
Assistant General Manager
Legal Matters Division
Sonal Bank Limited
Head Office
Dhaka, Bangladesh.

কর্তৃপক্ষের নাম	সোনালী ব্যাংক লিমিটেড
কর্তৃপক্ষের ঠিকানা	মোতিঝিল, ঢাকা
তারিখ	২৭/০৭/১৯
সংখ্যা	৬১১২
বিষয়	৪৫ দিনের বাইরে বাংলাদেশে ছুটি (সংক্ষেপে)
১. উপস্থাপনা কর্তৃক	
২. আবেদন কর্তৃক	
৩. প্রাপ্ত হওয়ার তারিখ	
৪. পথিকৃত কর্তৃক	
৫. প্রত্যাহারের পরামর্শ দিয়া	
৬.দ্বারা সংশ্লিষ্ট কর্তৃক	
ডেপুটি ম্যানেজার	

Mr. Faruk, 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. 835 dated 23 June, 2019 of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 24 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,

Sd/-

(Md. Nurullah Khan)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The Deputy General Manager, Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka, 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. Immigration Officer, All Airports, Bangladesh.

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