



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-1/7911

Mr. Dewan Mohammad Moniruzzaman (G-28408)

Deputy General Manager

Sonali Bank Limited

Local Office

Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 45 days outside Bangladesh leave with full pay to visit KSA for performing Holy Hajj-2019.**

সোনালী ব্যাংক লিমিটেডে প্রদান করা হয়েছে।
 তারিখ: 09/07/2019
 এজিএম-১/২/৩, এসপিও/সি, হেড অফিস, ইন্টি (আইটি)
 ১. উপস্থাপন করুন
 ২. আলোচন করুন
 ৩. দ্রুত জবাব দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সম্পাদন করুন
 ডেপুটি জেনারেল ম্যানেজার

Dated : 09 July, 2019

Md. Fartho, Eng (IT)

Reference may please be made to the letter no. 1115 dated 01 July, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Local Office, the Board of Directors of Sonali Bank Limited in their 641st meeting held on 08 July, 2019 has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 10 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 General Manager, Sonali Bank Limited, Local 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.

(Signature)

Assistant General Manager

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