



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, 9551121, 01709648168

NO. HRMD/OMD/SEC-1/9298

Dated : 11 July, 2018

Mr. Md. Zakir Hossain  
Deputy Managing Director  
Sonali Bank Limited  
Head Office  
Dhaka.

ইকরবেশন টেকনোলজি ডিভিশন(বিজনেস ইটি)  
সোনালী ব্যাংক লিমিটেড, গেজট মোটিজীল, ঢাকা

তারিখ: 12.07.18  
ক্রমিক: 1/2/3, এসপিও/সি. মোহাম্মদ/সি. হোসেন(সিইসি)

১. উপস্থাপন করুন  
২. আলোচনা করুন  
৩. সফত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

সিইসি মোহাম্মদ হোসেন

Sir,

Subject : **Sanction of leave (ex-Bangladesh) and administrative approval to visit Saudi Arabia for performing Holy Hajj-2018 for 45 (forty five) days starting from 23 July, 2018 or from the date of travelling.**

Reference may please be made to your application dated 02 July, 2018 on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 587th meeting held on 09 July, 2018 has sanctioned 45 (forty five) days leave (ex-Bangladesh) with full pay to perform Holy Hajj-2018 including travel time from 23 July, 2018 or from the date of travelling. In addition, the Government of the People's Republic of Bangladesh, Ministry of Finance, Financial Institutions Division, Training and Discipline Branch is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favor of you to visit Saudi Arabia for performing Holy Hajj for 45 (forty five) days starting from 23 July, 2018 or from the date of traveling with your wife Ms. Mahmuda Begum vide their letter No. 53.00.0000.231.25.051.18-475 dated 10 July, 2018. The following terms & conditions will be applicable:

- 1) You will bear all expenses relating to this visit. No expenditure will be borne by the Government of Bangladesh or by Sonali Bank Limited.
- 2) Approved travel time will be considered as ex-Bangladesh leave to be adjusted with earned leave.
- 3) You will not be allowed to stay abroad more than the stipulated period.
- 4) The government order will be valid for 03(three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mohammed Anwar Hossain)  
Deputy General Manager

**Copy forward for kind information & necessary action to :**

- 01) All Deputy Managing Director, Sonali Bank Limited, Head Office, Dhaka
- 02) All General Manager, Sonali Bank Limited, Head Office, Dhaka
- 03) 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.
- 04) Immigration Officer, All Airports, Bangladesh.

Deputy General Manager

MOHAMMED ANWAR HOSSAIN  
Deputy General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka