



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

ইনকম্পেন্সন টেকনিক্যালি ডিভিশন(বিজনেস অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 12.07.18  
একিএম-1/২/১৫, এমপিও/সি, সোনালী ব্যাংক লিমিটেড

১. উপস্থাপন করুন  
২. আলোচ্য করুন  
৩. দু'ত জবাব দিন  
৪. মর্মেত্ব করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/9123

Dated : 11 July, 2018

Mr. Md. Yunus Ali (G-18313)  
Senior Principal Officer  
Sonali Bank Limited  
Principal Office  
Kushtia, Bangladesh.

Dear Sir,

Subject : **Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2018.**

Reference may please be made to the letter no. 2063 dated 02 July, 2018 of General Manager's Office, Faridpur 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 leave (outside Bangladesh) including transit period from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2018 under the following terms & conditions:

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as leave outside Bangladesh.
03. Over stay in abroad will not be allowed.
04. This sanction letter will be valid only for performing Holy Hajj-2018.

Yours Faithfully,  
S/d-

(Abdul Awal Bhuiyan)  
Assistant General Manager

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

01. The General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
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, Kushtia, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Abdul Awal Bhuiyan  
Asstt. General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.