



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

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ইনস্ট্রুমেন্ট টিকনেসি ডিভিশন/সি.এম.ডি.
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 22.07.18
নম্বর: 2782/18
এক-এম-১/২/৩, এপিও/সি. প্রোগ্রামার/সি. ইন্স. পাইলট

১. উপস্থাপন করুন
২. আলাপ করুন
৩. সন্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/9550

Dated : 19 July, 2018

Mr. Md. Billal Hossain (C-35802)
Deputy General Manager
Sonali Bank Limited
Dhanmondi Corporate Branch
Dhaka, 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. 2782 dated 28 June, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 588th meeting held on 16 July, 2018 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 :

- 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-2018.

As per approval of the authority Mr. Ferdous Serniabat (G-35691), Assistant General Manager, Principal Office, Mirpur, Dhaka will take over the charges of the Dhanmondi Corporate Branch, Dhaka temporarily during your leave period.

Yours Faithfully,

Sd/-

(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 Dhaka-2, 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. The Deputy General Manager, Sonali Bank Limited, Dhanmondi Corporate Branch, Dhaka.
04. Mr. Ferdous Serniabat (G-35691), Assistant General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka
05. Immigration Officer, All Airports, Bangladesh.

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