



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO. HRMD/OMD/SEC-1/9500

Dated : 18 July, 2018

Ms. Fatema Narges (G-17871)  
Senior Principal Officer  
Internal Audit Compliance Division  
Sonal Bank Limited  
Head Office  
Dhaka, Bangladesh.

ই-কম্প্লেন্স ডিভিশন(বিজনেস ডেপার্টমেন্ট)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ১৮-০৭-১৮

ক্র.সং: ১/২/৩, ৪/৫/৬/৭, ৮/৯/১০/১১, ১২/১৩/১৪

১. উপস্থাপন করুন  
২. আশীর্বাদ করুন  
৩. প্রাপ্ত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. .....দিনের মধ্যে সম্পাদনা করুন

ডেপুটি জেনারেল ম্যানেজার

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. 7913 dated 05 July, 2018 of Internal Audit Compliance 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 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) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) 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 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.
02. The Deputy General Manager, Internal Audit Compliance Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports, Bangladesh.

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