



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-11198/9487

Dated : 19 July, 2018

NAZMA DEWAN (C-17955)  
Passport No. BM 0349114  
Senior Officer (on PRL)  
Central Accounts Division (Payment)  
Sonali Bank Limited  
Head Office, Dhaka  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা-১০০০  
তারিখ: ২২/০৭/১৮  
এক্সেস-১/২/৩, এসপিও/সি, সেক্সোম/সি, ইটিসি (সাইট)  
১. উপস্থাপন করুন  
২. পর্যালোচনা করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পূর্ণ করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject : Permission of 45 (forty five) days from the date of availment with full pay to stay in the Kingdom of Saudi Arabia (K.S.A) with a view to perform "The Holy Hajj-2018"**

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka the authority has given permission of 45 (forty five) days with full pay from the date of availment to stay in the Kingdom of Saudi Arabia (K.S.A) with a view to perform the "Holy Hajj 2018" under the following terms and conditions :

**Conditions :**

01. This permission will be treated as staying in the Kingdom of Saudi Arabia (K.S.A) only to perform the Holy Hajj-2018.
02. You have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
04. Staying abroad over the permitted days will not be allowed.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)  
Assistant General Manager.

**Copy forwarded for kind information & necessary action:**

01. Deputy General Manager, Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka. They are requested to send her joining report after availment of leave.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the permission letter in the Bnak's Website.
03. Immigration Officer, All International Airports of Bangladesh.
04. Master Copy/Personal File Copy.

Assistant General Manager.

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office Dhaka