



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-1/9629

Mr. Mohammad Golam Mustafa (G-35663)  
Senior Principal Officer  
(Concurrent Auditor, Local Office, Dhaka)  
Audit & Inspection Division-1  
(Corporate Branch & Controlling Offices)  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ২২/৭/২০১৮  
এফএম-১/২/৩, এসপিওসি, সোনারগাঁও (সিআইসি)

- উপস্থাপন করুন
- আলাপ করুন
- দ্রুত জবাব দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ দিন
- .....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 22 July, 2018

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. 353 dated 15 July, 2018 of Audit & Inspection Division-1(Corporate Branch & Controlling Offices), 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 General Manager, Sonali Bank Limited, Local Office, Dhaka.
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, Audit & Inspection Division-1(Corporate Branch & Controlling Offices), 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.
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