


NO. HRMD/OMD/SEC-1/10128

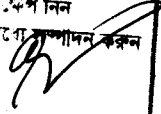
Dated : 02 August, 2018

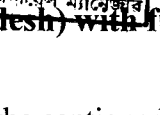
Mr. Mohammad Ziaur Rahman (G-36517)  
Senior Principal Officer  
Human Resource Management Division (Sec-3)  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ০২.০৮.১৮  
ক্রমিক নং: ১/১০, এমডি/সি, হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন

১. উপস্থাপন করুন  
২. আলোচনা করুন  
৩. প্রকৃত জনাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে পূর্ণাঙ্গীকরণ করুন

স্বাক্ষর: 

স্বাক্ষর: 

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Dear Sir,

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

Reference your application dated 29 July, 2018 on the captioned subject.

We have to advise you that in consideration of your application, 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,

Sd/-

(Md. Nurullah Khan)  
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 Assistant General Manager, Human Resource Management Division (Sec-3), Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, All Airports, Bangladesh.

  
Assistant General Manager

**Md. Nurullah Khar**  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.