



সোনালী ব্যাংক লিমিটেড

**SONALI BANK LIMITED**

**HUMAN RESOURCE MANAGEMENT DIVISION**

**OFFICER MANAGEMENT DEPARTMENT**

**(SECTION-2)**

Head Office, Dhaka-1000

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Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-12523)/

Dated : **05 AUGUST, 2018**

**NAZNEEN SULTANA NAZMA (G-36278)**

(Passport No-BQ 0695174)

Principal Officer

Sonal Bank Limited

Mirpur Shilpa Elaka Branch

Dhaka, Bangladesh.

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

Dear Sir,

Reference may please be made to the letter No. 3215 dated the 25 July, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 45 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A for performing Holy Hajj 2018 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2018.

Yours faithfully,

Sd/

**(Md. Nurullah Khan)**

Assistant General Manager

Phone: +8802-9551121

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

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka.
04. Manager, Sonali Bank Limited, Mirpur Shilpa Elaka Branch, Mirpur, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager