



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

E-Mail : dgmpmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/13264

Ms. Sabina Sultana (G-35968)

Senior Principal Officer

Reconciliation Division

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

Dear Sir,

Subject: **Permission to visit K.S.A for 15 days to perform Holy Omrah Hajj.**

Reference may please be made to the letter no. 1529 dated 11 October, 2018 of Reconciliation 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 allowed you to visit K.S.A. for 15 days (during mandatory recreation leave from 05-19 November, 2018) including transit period to perform Holy Omrah Hajj under the following terms & conditions:

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as mandatory recreation leave.
03. Over stay in abroad will not be allowed.
04. This Permission letter will remain valid upto 19 November, 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 (Incharge), Reconciliation 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

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

ইনচার্জের নিকটস্থ অফিসের সিনিয়র অফিসারের কাছে

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 18.10.2018

ক্রমিক: 1/2/3, 4/5/6/7, 8/9/10/11, 12/13/14/15

১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রাপ্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. নির্দিষ্ট মধ্যে সম্পাদন করুন

কেপটি জেলাফেল ম্যানেজার

Dated : 17 October, 2018