



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-1/13652

Dated : 25 October, 2018

Mr. Md. Ismail Mazumder (G-34747)  
Assistant General Manager  
Agro-Based Project Financing Division  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 28.10.2018  
এস.এম.এ/২/৩, ওসি/৬/সি, জে.এম.এ/৬/সি, ইপি (আইটি)

- উপস্থাপন করণ
- অনুমতি করণ
- দ্রুত জবাব দিন
- নথীভুক্ত করণ
- জরুরী ক্ষেত্রে পুনরায় নিয়মিত
- .....বিষয়ে অধিকার সম্পাদন করণ

স্বাক্ষরিত: সোনালী ব্যাংক লিমিটেড

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. 986 dated 21 October, 2018 of Agro-Based Project Financing 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 11-25 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 25 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 Deputy General Manager, Agro-Based Project Financing Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive 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.