



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

E-mail: dgmhrmd@sonalibank.com.bd

Phone : +8802-9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/13649

Dated : 25 October, 2018

Mr. Kazi Manir Hossain (C-37527)  
Senior Principal Officer  
External Audit Compliance Division  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল  
তারিখ: 25.10.2018  
এজিএম-১/২/৩, এফিও/সি, সোনালী ব্যাংক লিমিটেড, মতিঝিল (সই)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পরামর্শ দিন  
৬. বিলের মধ্যে সম্পাদনা করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 15 days outside Bangladesh leave with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Reference may please be made to the letter no. 1439 dated 10 October, 2018 of External Audit Compliance 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 sanctioned 15 days outside Bangladesh leave including transit period and government/ weekly holidays from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj 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. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The Deputy General Manager, External Audit Compliance 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.
- ✓ 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. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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