



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Human Resource Management Division  
Officer Management Department(Sec-1)  
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ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস ইনফরমেশন)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০৫/১১/১৮  
ক্রমিক নং: ৩১৯

১. উপস্থাপন করুন  
২. অনুমতি করুন  
৩. প্রত্যাহার দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পত্রাদি দিন  
৬. ....সিদ্ধান্ত গ্রহণে সহায়তা করুন

ডেপুটি জেনারেল ম্যানেজার

NO.HRMD/OMD/SEC-1/14076

Dated : 05 November, 2018

Ms. Jarina Begum (C-36733)  
Senior Principal Officer  
Sonali Bank Limited  
Principal Office  
Sylhet, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no.3139 dated 10 October, 2018 of Sonali Bank Limited, General Manager's Office, Sylhet on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, 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 General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- 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) The Deputy General Manager, Sonali Bank Limited, Principal Office, Sylhet, with a request to send us the related joining report of the above Officer specifying the date of leave availed..
- 04) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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