সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmhrmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/OC-11618 / **14278**

Dated : 08 November, 2018

BEGUM SHAMIMA SULTANA URMI
Officer Cash
(Passport No. BT-0527423)
Sonali Bank Limited
Mymensingh Corporate Branch
Mymensingh.

Subject : **Sanction of 19 (Nineteen) days leave (Outside Bangladesh) with full pay to Visit K.S.A. for performing Umrah Hajj : Begum Shamima Sultana Urmi (C-44562), Officer Cash, Sonali Bank Limited, Mymensingh Corporate Branch, Mymensingh.**

Dear Sir,

Reference letter No. 2901 dated the 15th October, 2018 of General Manager's Office, Mymensingh, on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 19 (Nineteen) days full pay leave (Outside Bangladesh) with effect from the date of availment with a permission to visit K.S.A. for performing Umrah Hajj under the following terms & conditions :

Conditions :

(1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
(2) This sanctioned leave will be treated as `Leave Outside Bangladesh'.
(3) Over staying is strictly prohibited.
(4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,
Sd/-
(Md. Delowar Hossain Sarder)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
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, Mymensingh Corporate Branch, Mymensingh. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.

Normal Letter (English)