



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

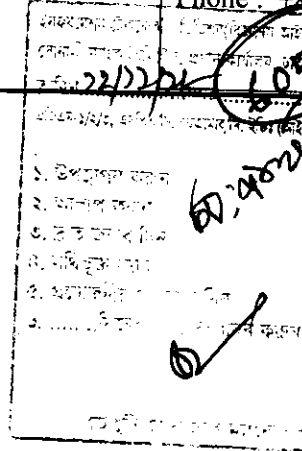
Head Office
Motijheel
Dhaka.

Human Resource Management Division
Officer Management Department(Sec-1)
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NO.HRMD/OMD/SEC-1/14912

Mr. Hanif Md. Salah Uddin (C-36785)
Senior Principal Officer (Manager)
Sonal Bank Limited
Court Building Branch
Sylhet, Bangladesh.

Dated : 20 November, 2018



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.3420 dated 12 November, 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.

As per approval of the authority Mr. Md. Rokonuzzaman (C-38199), Principal Officer, Sonali Bank Limited, Court Building Branch, Sylhet will take over the charges of the branch temporarily during your sanctioned leave period.

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) The Manager, Sonali Bank Limited, Court Building Branch, Sylhet
- 05) Mr. Md. Rokonuzzaman (C-38199), Principal Officer, Sonali Bank Limited, Court Building Branch, Sylhet.
- 06) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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