



সোনালী ব্যাংক পিএলসি.
বিশ্বস্ত ও স্মার্ট

No. HRMD/SEC-5/LEAVE/OUT BD/OC-13459/8381

Dated: 25 October 2023

FAZLUR RAHMAN (G-49070)
Officer Cash
(Passport No: A11309395)
Sonali Bank PLC.
Tarabo Bazar Branch,
Narayangonj.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for Performing Umrah Hajj.


Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Dhaka-South, Dhaka vide their letter no 3931 dated 12/10/2023, the authority has sanctioned 10 (Ten) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit Kingdom of Saudi Arabia 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 PLC. / 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 03 (Three) months from the date of issue.

Yours faithfully,


(Md. Habibur Rahman)
Assistant General Manager

Md. Habibur Rahman
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.



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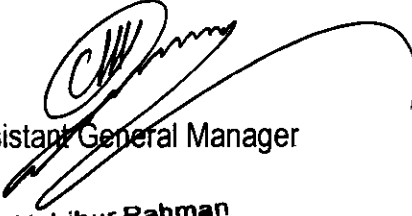
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Yours faithfully,

Sd/-
(Md. Habibur Rahman)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka-South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Narayangonj. **Please send the joining report of the related officer specifying the date of leave availment**
03. Manager, Sonali Bank PLC. Tarabo Bazar Branch, Narayangonj.
04. Immigration Officer, All Airport, All Land port, Bangladesh.
05. Personal File.


Assistant General Manager
Md. Habibur Rahman
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.

www: sonalibank.com.bd	<p>হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-৫) প্রধান কার্যালয়, ৩৫-৪২, ৪৪ মহাবিলা রো/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-৪৭১১৫৪৩৭ (একিএম) ই-মেইলঃ sblhrmd5@sonalibank.com.bd ; dgmrmd@sonalibank.com.bd</p>	<p>হটলাইনঃ ১৬৬৩৯ বিশেষ স্মার্টকোডঃ +৮৮০৯৬১০০১৬৬৩৯</p>
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