



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-15841/3043

Date :13 March, 2019

MD MAZHARUL ISLAM (C-40375)  
Passport No. BK-0765241  
Senior Officer  
Sonali Bank Limited  
General Manager's Office, Rangpur.  
Bangladesh.

সোনালী ব্যাংক লিমিটেড (বিভাগ-৩)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৪/৩/১৯ ১১৬৬  
ক্রমিক-১/১৯, ২/১৯, ৩/১৯, ৪/১৯, ৫/১৯ (আইটি)

১. উপস্থাপন করুন  
২. মাসিক বেতন  
৩. মাসিক ছুটিসহ বেতন  
৪. মাসিক ছুটিসহ বেতন  
৫. মাসিক ছুটিসহ বেতন  
৬. মাসিক ছুটিসহ বেতন

Mr Farhan Eng (IT)

DR  
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়

**Subject : Permission to perform Holy Umrah in the Kingdom of Saudi Arabia (KSA).**

Dear Sir,

We have the pleasure to advise that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Rangpur the authority has sanctioned you to stay 15 (Fifteen) days in the Kingdom of Saudi Arabia (KSA) from the date of availment with a permission to perform the Holly Umrah under the following terms and conditions :-

01. This sanctioned leave will be treated as leave (Outside Bangladesh) only to perform the Holy Umrah.
02. You will have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.
05. This sanction is valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md.Jahangir Hossain)  
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. They are requested to send his joining report after availment of leave.
- ✓ 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. Immigration Officer, All International Airports/Land Ports of Bangladesh.
04. Master Copy/ Personal File/ Office Copy

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.