



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DIVISION(SECTION-4)

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No. HRMD/SEC-4/PF- 21125/4770

Date : 24/04/2019

MD HANIF MAJUMDER
Officer
Index No : G-33917
Passport No : OC 6142054
Sonali Bank Limited
Local Office
Dhaka.

সোনালী ব্যাংক লিমিটেড (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৪/০৪/১৯
নং: ১৬৬২
ধরন: ১/২/৩, এমপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি সেকেন্ডারি ম্যানেজার

Mr Fartho, Eng (IT)

Subject: Sanction of 20(Twenty) days leave (Outside Bangladesh) with full pay from 20/05/2019 or the date of availment to perform Umrah in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 456 dated the 21st March , 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject .

We advise that in consideration of your application and recommendation of concerned Office, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) with full pay from 20/05/2019 or the date of availment to perform Umrah in the Kingdom of Saudi Arabia under the following terms and conditions:

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of People's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, Local Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

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