



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

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

Head Office, Motijheel
Dhaka-1000, Bangladesh
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E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 24115/5090

Date : 28/04/2019

MD NIZAM UDDIN

Officer

Index No : G-29680

Passport No : EA 0119647

Sonali Bank Limited

Kapasias Branch

Gazipur.

সোনালী ব্যাংক লিমিটেড (বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ০২/০৫/১৯ নম্বর: ১২/৪৩ এতিম: ১/২/৩, ৪/৫/৬/৭, ৮/৯/১০/১১, ইত্যাদি (আইটি)	১. উপস্থাপন করণ ২. আলাপ করণ ৩. প্রস্তুত জবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করণ
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ডেপুটি জেনারেল ম্যানেজার

M. Partho, Eng (IT)

Subject: Sanction of 20(Twenty) days leave (Outside Bangladesh) with full pay from 02/05/2019 or the date of availment to perform Umrah in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 1464 dated the 21st April , 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1 on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) with full pay from 02/05/2019 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 expenses 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, General Manager's Office, Dhaka-1.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Gazipur.
4. Manager, Sonali Bank Limited, Kapasia Branch, Gazipur.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

(Signature)

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2110)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka