



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

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

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No. HRMD / SEC-4 / PF-23507 /5561

Date : 09/05/2019

MONOUR HOSSAIN

Officer(IT)

Index No : C-38072

Passport No : BX 0446886

Establishment & Engineering Division

Engineering Department

Sonali Bank Limited

Head Office

Dhaka.

ইনকরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১৫/০৫/১৯
একিডেম-১/১/৩, এপিও/সি, মোহাম্মাবাদ, ইন্ডিয়া (আইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

2132
Mr Partho Eng

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to perform Umrah in the kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 650 dated the 15th April, 2019 of Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned division, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to perform Umrah in the kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear all expenses of the 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. Deputy General Manager, Establishment & Engineering Division, Sonali Bank Limited, Head 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-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.