



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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NO.HRMD/OMD/SEC-2/(PF-13543)/

MOHAMMAD ABUL FAZAL (C-37729)

(Passport No-BX 0719394)

Principal Officer (Manager)

Sonali Bank Limited

Madhyanagar Branch

Sunamgani, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)	Deputy General Manager
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়	+8802-9564515
তারিখ: ১৬/৫/১৯	নম্বর: ২১৫৬
একিএস-১/২/৩, এসপিও/সি, হেডকোয়ার্টার, ইটিসি (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	

Dated : 12 MAY, 2019

Mr Farukh, Eng (IT)

Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2019.

Dear Sir,

Reference may please be made to the letter No. 968 dated the 15 April, 2019 of General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Sylhet the authority has sanctioned 45 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Hajj-2019 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2019.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Sylhet. As per their proposal Mr.Md. Shahinur Islam Shamim (C-44028), Officer, Madhyanagar Branch, Sunamganj will hold the charge of Manager temporarily on leave of Mr. Mohammad Abul Fazal.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Sunamganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Madhyanagar Branch, Sunamganj.
- Immigration Officer, All Airports/All Lands Ports, Bangladesh.
- Mr.Md. Shahinur Islam Shamim (C-44028), Officer, Sonali Bank Limited, Madhyanagar Branch, Sunamganj.

Assistant General Manager

Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.