



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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ইনস্ট্রাকশন: ডি.সি.এস.এস. ডিভিশন (বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 22/05/2019
একিডে-1/2/3, এলসিওসি, মোজাম্মিল হাজির (আইসি)
১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রকৃত জন্মের দিন
৪. বন্ধিত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ডেনায়েল ম্যানেজার

NO. HRMD/OMD/SEC-1/5793

Dated : 16 May, 2019

Mr. Md. Humayun Kabir (C-37100)
Senior Principal Officer (Manager)
Sonali Bank Limited
Chitalmari Bazar Branch
Bagerhat, Bangladesh.

Mr. Fartho, Eng (IT)

Dear Sir,

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

Reference may please be made to the letter no. 864 dated 24 February, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 07 July, 2019 or from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2019 under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will be valid only for performing Holy Hajj-2019.

As per approval of the authority Mr.Tapash Kumar Chowdhury, Principal Officer, Sonali Bank Limited, Chitalmari Bazar Branch, Bagerhat will take over the charges of the branch temporarily during your sanctioned leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. The 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.
03. The Assistant General Manager, Sonali Bank Limited, Regional Office, Bagerhat, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Chitalmari Bazar Branch, Bagerhat.
05. Mr.Tapash Kumar Chowdhury, Principal Officer, Sonali Bank Limited, Chitalmari Bazar Branch, Bagerhat
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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