



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No. HRMD/SEC-5/OC-11223/ 5837

Dated: 16 May, 2019

BEGUM AFROJA BEGUM (C-43249)
Officer Cash
Sonali Bank Limited
Kamlapur Railway Station ICD Branch
Dhaka.

ইনস্পেকশন টিকসেপজি প্রিভিশন(বিজ্ঞাপন আর্টিক)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১৬/৫/১৯
একিডম-১/২/৩, এনপিও/সি, মেমোরান্ডাম/সি, ইন্টিং (আইটি)
১. উপস্থাপন করুন
২. জালাপ করুন
৩. দ্রুত জবাব দিন
৪. সন্মত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

2266

Mr Partho, Eng (IT)

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit K.S.A. for performing Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No. 2012 dated the 07 May, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, Dhaka, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay including transit period and government weekly holidays from the date of availment with a permission to Visit K.S.A. for performing Umrah Hajj under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka-East, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Kamlapur Railway Station ICD Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.

Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.