



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

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

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No. HRMD / SEC-4 / PF-28340 / 5694

Date : 20/05/2019

**MD GOLAM MOSTAFA**

Officer

Index No : G-28340

Passport No : EA 0382579

Internal Audit Compliance Division

Sonal Bank Limited

Head Office

Dhaka.

ইনস্পেকশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ 20/05/2019
এজিএম-1/2/0/কেন্দ্র/সি. প্রোগ্রামার/সি. ইটি&আইটি
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
তেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 21/05/2019 or the date of availment to perform Umrah in the kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 4379 dated the 14<sup>th</sup> May, 2019 of Internal Audit Compliance 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 21/05/2019 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 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, Internal Audit Compliance 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-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonal Bank Limited  
Head Office