



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

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সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৯/০৫/১৯  
একিএন-১/১/১৩, এসএনও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (সফটওয়্যার)  
১. উপস্থাপন করুন  
২. আলোচনা করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সমাপ্ত করুন  
ডেপুটি জেনারেল ম্যানেজার

Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-14483)/

MD SAIFUL ISLAM (C-37535)

(Passport No-OC 4129523)

Principal Officer (Manager)

Sonali Bank Limited

Durgapur Branch, Rajshahi

Bangladesh.

22/5/19 Dated : 19 MAY, 2019

Mr Fartho. 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. 1758 dated the 18 April, 2019 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi 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, Rajshahi. As per their proposal Mr.Md. Alam Hossain (C-40814), Senior Officer (Cash), Durgapur Branch, Rajshahi will hold the charge of Manager temporarily on leave of Mr. Md Saiful Islam.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Durgapur Branch, Rajshahi.
- Immigration Officer, All Airports/All Lands Ports, Bangladesh.
- Mr.Md. Alam Hossain (C-40814), Senior Officer (Cash), Sonali Bank Limited, Durgapur Branch, Rajshahi.

**Assistant General Manager**

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