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সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel, Dhaka.

Human Resource Management Division

Staff Management Department(Sec-6)

Phone : 9564515, 47115437

Fax: 88-02-9573765

E-mail: [dgmpmd@sonalibank.com.bd](mailto:dgmpmd@sonalibank.com.bd)

NO.HRMD/SMD/SEC-6/PF-AOG-1(Cash)-8760/5900

Date :20-05-2019

MOHAMMAD KAMRUL HOSSAIN(G-32540)

(Passport No.: BN 0589215)

Assistant/Officer Grade-1 (Cash)

CEO & MD's Secreteriate

Sonali Bank Limited

Head Office

Dhaka.

Sub:Sanction of 45(forty five) 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.108 dated 23 April, 2019 of CEO & MD's Secreteriate, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of CEO & MD's Secreteriate of Sonali Bank Limited, the authority has sanctioned 45(forty five) days leave (outside Bangladesh) from the date of availment with a permission to visit K.S.A. for performing Holy Hajj-2019 under the following terms & conditions:

**Conditions:**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for Holy Hajj-2019 only.

Yours faithfully,

sd/-

(Md.Delowar Hossain Sarder)

Assistant General Manager

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

01. The Deputy General Manager, CEO & MD's Secreteriate, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no. 108 dated 23-04-2019.
02. The 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. Immigration Officer, All International Airports / All Land Ports, Bangladesh.
04. Personal File.

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

ইউএনএসএন সেক্টরেজি ডিভিশন(বিজ্ঞান অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 22/05/19 2258  
একক-১/২/৩, এলবিওপি, গোল্ডেনসিটি, ইটিসি (আইটি)

১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রকৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)