



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO. HRMD/OMD/SEC-1/6077

Dated : 23 May, 2019

Mr. Md. Shahidul Islam (G-28797)
Assistant General Manager
External Audit Compliance Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশনের মাধ্যমে
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 24/5/19 নম্বর: 2626
এজিআর-1/2/3, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদনা করুন
ডেপুটি জেনারেল ম্যানেজার

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. 475 dated 11 April, 2019 of External Audit Compliance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 21 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, External Audit Compliance Division, Sonali Bank Limited, Head Office, Dhaka.
- ✓ 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 Deputy General Manager, External Audit Compliance Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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