



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-08774/5825

Date : 26 May, 2019

SALEHUDDIN AHMED KHONDAKER (G-16215)  
Passport No. BX 0243977  
Senior Officer  
Sonal Bank Limited  
Begum Rokeya Sarani Branch,Dhaka.  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 29.5.19 নম্বর: 265
এজিএম-1/2/3, এসপিও/সি, বেগুমার/সি, ইকিঃ (আইটি)
১. উপস্থাপন করণ
২. আলোচন করণ
৩. দ্রুত জবাব দিন
৪. লখিত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. .... দিনের মধ্যে সম্পাদন করণ
ডেপুটি জেনারেল ম্যানেজার

*Mr. Faruk, Brg (IT)*

**Subject : Sanction of 45 (Forty Five) days leave to perform the "Holy Hajj-2019" in the Kingdom of Saudi Arabia (KSA).**

Dear Sir,

We have the pleasure to advise that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 45 (Forty Five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to perform the "Holly Hajj-2019" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions :-

01. This sanctioned leave will be treated as leave (Outside Bangladesh) only to perform the Holy Hajj-2019.
02. You will have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.

Yours faithfully,

Sd/-

(Md.Jahangir Hossain)

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, Mirpur, Dhaka.
04. Manager, Sonali Bank Limited, Begum Rokeya Sarani Branch, Dhaka. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Land Ports of Bangladesh.
06. Master Copy/ Personal File/ Office Copy

*Jahangir Hossain*

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonal Bank Limited  
Head Office, Dhaka.