



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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

No.HRMD/SEC-3/PF/SO-15097/9110

Date : 26 May, 2019

MD ABDUR RAHIM (G-24489)
Passport No. BX 0359180
Senior Officer
Sonali Bank Limited
General Manager's Office, Khulna,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 29.05.19 নম্বর: 2652 এজিএম-১/২/৩, এনপিও/সি, প্রোগ্রামার/সি, ইন্টিঃ (আইটি)
১. উপস্থাপন করণ ২. আলাপ করণ ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদনা করণ
৫৬পুটি জেনারেল ম্যানেজার

Mr Fartho Eng (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, Khulna the authority has sanctioned 45 (Forty Five) days leave (Outside Bangladesh) with full pay from 16-07-2019 or 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, Khulna. They are requested to send his joining report after availment of leave.
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. Immigration Officer, All International Airports/Land Ports of Bangladesh.
04. Master Copy/ Personal File/ Office Copy

Assistant General Manager

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