



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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Phone : +8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/6107

Dated : 26 May, 2019

Mr. Md. Joynal Abedin (G-23429)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Meherpur Court Building Branch  
Meherpur, Bangladesh.

ইমপোর্ট্যান্ট নোটিশ  
সোনালী ব্যাংক  
তারিখ: ২৬/৫/১৯ ২৬/৫/১৯  
ক্রম: ১/৬/১৯

- উপস্থাপন বন্দন
- আলাপ বন্দন
- প্রস্তুত বন্দন
- দখলি বন্দন
- প্রস্তুতকৃত বন্দন
- .....দিয়া বন্দন

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. 866 dated 15 April, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 04 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 remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Debajyoti Roy, Senior Officer, Meherpur Court Building Branch, Meherpur will take over the charges of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

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

01. The General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
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, Sonali Bank Limited, Principal Office, Chuadanga, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Meherpur Court Building Branch, Meherpur.
05. Mr. Debajyoti Roy, Senior Officer, Sonali Bank Limited, Meherpur Court Building Branch, Meherpur. You will take over the charges of the branch during the sanctioned leave period of Mr. Md. Joynal Abedin.
06. Immigration Officer, All Airports, Bangladesh.

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