



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765
Website : www.sonalibank.com.bd
E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD / SEC-4 / PF-20663 / 6167

Date : 29/05/2019

MOHAMMAD SHAMSUDDIN BISWAS

Officer

Index : G -33053

Passport No: BR 0557641

Sonal Bank Limited

Banga Bondhu Avenue Corporate Branch

Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ৩০/৫/১৯ নম্বর: ২৪৬৭
এজি.সে-১/১৩, এলসিওসি, কোম্পানি. ইঞ্জি (সিটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

Subject: Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 440 dated the 20th March, 2019 of Sonali Bank Limited, Banga Bondhu Avenue Corporate Branch, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned branch, the authority has sanctioned 45(Forty five) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to perform the holy Hajj -2019 in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. **Staying abroad over the sanctioned leave will not be allowed at all.**
3. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**
4. **This sanctioned leave will be treated as Leave (Outside Bangladesh) only to perform the holy Hajj-2019 .**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)

Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, Banga Bondhu Avenue Corporate Branch, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

(Signature)

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonal Bank Limited
Head Office, Dhaka.