



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-17303/6116

Date : 29 May, 2019

MD SUJA UDDIN (G-32883)
Passport No. BX-0925102
Senior Officer (Manager)
Sonali Bank Limited
Hatboalia Branch, Chuadanga,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ৩০/৫/১৯, নম্বর: ২৪৬৮৮
এজিটম-১/১/৩, এসবিও/সি, প্রোগ্রামার/সি, ইন্টাঃ (আইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
তেজুটি জেনারেল ম্যানেজার

Mr Fartho, Emg (IT)

Subject : Sanction of 50 (Fifty) 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, Faridpur the authority has sanctioned 50 (Fifty) 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. Deputy General Manager (In-Charge), Sonali Bank Limited, General Manager's Office, Faridpur. As per their proposal Mr. Md. Shahidul Islam (G-29910), Officer, Hatboalia Branch, Chuadanga. will hold the charge of Manager temporarily on leave of Md.Suja Uddin.
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, Chuadanga.
04. Manager, Sonali Bank Limited, Hatboalia Branch, Chuadanga. 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

Assistant General Manager

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