



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

No.HRMD/SEC-5/PF/SOC-3818 / 6273

Dated : 29 May, 2019

BEGUM MST. FATEMA BEGUM (G-20414)
Senior Officer Cash
Sonali Bank Limited
Narsingdi Branch
Narsingdi.

<p>ইকনোমিক প্রকল্পের অধীনে (বিভিন্ন ব্যক্তি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ০৭/০৫/১৯ ক্রমিক: ১/২/১৯, ১৯৫/১৯, ১৯৬/১৯, ১৯৭/১৯</p> <p>১. উপস্থাপন করুন ২. আলোচন করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন</p> <p>হে পৃষ্ঠা মেনে রাখুন ব্যান্ডেজার</p>	<p>Mr Partho, Eng (IT)</p>
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Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2019 : Begum Mst. Fatema Begum (G-20414), Senior Officer Cash, Sonali Bank Limited, Narsingdi Branch, Narsingdi.

Dear Sir,

Reference may please be made to the letter No. 1677 dated the 07 May, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Dhaka-1, Dhaka, the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit KSA for performing Hajj-2019 under the following terms & conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter will remain valid for Hajj-2019 only.

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-1, 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, Narsingdi. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Assistant General Manager, Sonali Bank Limited, Narsingdi Branch, Narsingdi.
05. Immigration Officer, All Airport, Bangladesh.
06. Personal File.

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