



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No.HRMD/SEC-5/PF/OC-12772 / 6274

Dated : 29 May, 2019

MR. AHAMMAD ROSTAM MIA (G-29389)
Officer Cash
Sonali Bank Limited
Shibpur Branch
Narsingdi.

ইসকলকোম্পানী টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ৩০/৫/১৯ ২৪৬৪
ক্রমিক-১/২/৩, কপিও/বি. প্রোগ্রামার/বি. ইঞ্জি (আইটি)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. ছুত জবাব দিন
৪. মর্শিত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

তেপুটি ডেপুটি ম্যানেজার স্যানেজার

Mr Partho, Eng (IT)

Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2019 : Mr. Ahammad Rostam Mia (G-29389), Officer Cash, Sonali Bank Limited, Shibpur Branch, Narsingdi.

Dear Sir,

Reference may please be made to the letter No. 1675 dated the 09 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. Manager, Sonali Bank Limited, Shibpur 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.