



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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

No. HRMD/SEC-4/PF-20778 /6371

Date : 03/06/2019

MOHAMMAD JOYNAL ABEDIN

Officer

Index No : G - 29816

Passport No : BR 0586431

Sonali Bank Limited

Lemua Bazar Branch

Feni.

ইনকম্পেন টেকনোগরি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৩/০৬/১৯
ক্রম-১/৯/৩, ৪মপিও/সি. মোহাম্মদসি. ইঞ্জি (আইটি)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. লক্ষিত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

২৫৭৪

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. 1144 dated the 31st March, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla on the captioned subject.

We advise that in consideration of your application and recommendation of concerned General Manager's Office, 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.
2. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
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, General Manager's Office, Cumilla.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Feni.
4. Manager, Sonali Bank Limited, Lemua Bazar Branch, Feni .
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager

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