



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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

No. HRMD/SEC-4/PF-17471 /6372

Date : 03/06/2019

MD ABDUL MAJED

Officer

Index No : G - 29575

Passport No : OC 5177480

Sonali Bank Limited

Kaharole Branch

Dinajpur.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 03/06/2019
নম্বর: ১৫৭৫
একিএম-১/২/৩, এলপিও/সি, মেমোরান্ডাম, ইত্যাদি (অফিস)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.নিদের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

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. 2135 dated the 13th March, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur 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, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur.
4. Manager, Sonali Bank Limited, Kaharole Branch, Dinajpur.
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-2110),
Human Resource Management Division,
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.