



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division
(Section-8)

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No.HRMD/SEC-8/PF-2767/ 6158
Dated : 09 Jun, 2019

MD SIRAJ MIAH (G-33846)
Supporting Sub Staff Grade-02
Sonali Bank Limited
Local Office
Dhaka.

ইনকোরমেশন টেকনোলজি ডিভিশন/বিজনেস আইটি
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৯/০৬/২০১৯
একিএম-১/২/৩, এফপিও/সি, জেএমআর/সি, ইটিআই (আইটি)

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

ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2019 : MD SIRAJ MIAH (G-33846), Supporting Sub Staff Grade-02, Sonali Bank Limited, Local Office, Dhaka .

Dear Sir,

Reference may please be made to the letter No. 846 dated the 20 May, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of Local office, 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. Delowar Hossain Sarder)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, Local office, Dhaka. **Please send the joining report of the related Supporting Sub Staff Grade-02, specifying the date of leave availment.**
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. Immigration Officer, All Airport, Bangladesh.
04. Personal File.

Assistant General Manager

Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.