



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

E-mail: dgmhrmd@sonalibank.com.bd

Phone: 8802-9564515 DGM, 9551121 AGM.

ইনস্ট্রাকশন	সোনালী ব্যাংক লিমিটেড	তারিখ:	৩১/০৬/২০১৯
সোনালী ব্যাংক লিমিটেড	প্রধান কার্যালয়, ঢাকা।	তারিখ:	২০১৯
এসিএম-১/১/৩, এসপিও/সি. প্রোগ্রাম, সি. ইং (অইট)			
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			

NO. HRMD/OMD/SEC-1/6432

Dated : 09 June, 2019

Mr. Sheikh Abdus Salam (G-35850)
Senior Principal Officer (Manager)
Sonali Bank Limited
Jhikatala Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 45 days outside Bangladesh leave with full pay to visit K.S.A. for performing Holy Hajj-2019.**

Reference may please be made to the letter no. 1926 dated 29 April, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 45 days outside Bangladesh leave including transit period and government/ weekly holidays from 05 July, 2019 or from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2019 under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Mohammad Aminul Islam, Principal Officer (Joint Custodian, General), Jhikatala Branch, Dhaka will take over the charges of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Jhikatala Branch, Dhaka.
05. Mr. Mohammad Aminul Islam, Principal Officer (Joint Custodian, General), Sonali Bank Limited, Jhikatala Branch, Dhaka. You will take over the charges of the branch during the sanctioned leave period of Mr. Sheikh Abdus Salam.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager
Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.