



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-14287)/

Dated : 10 JUNE, 2019

MOHAMMED ULLAH MAZUMDER (G-24384)

(Passport No-EA 0023473)

Principal Officer (Manager)

Sonal Bank Limited

Lemua Bazar Branch

Feni, Bangladesh.

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

Dear Sir,

Reference may please be made to the letter No. 1741 dated the 08 May, 2019 of General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Cumilla the authority has sanctioned 45 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Hajj-2019 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2019.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Feni. As per their proposal Mr.Mohammed Shahinuddin Chowdhury (G-23041), Officer, Feni Branch, Feni will hold the charge of Manager temporarily Lemua Bazar Branch, Feni on leave of Mr. Mohammed Ullah Mazumder. They are requested to send us the related joining report of the above officer specifying the date of leave availed.
- Assistant General Manager, Sonali Bank Limited, Feni Branch, Feni.
- Manager, Sonali Bank Limited, Lemua Bazar Branch, Feni.
- Immigration Officer, All Airports/All Lands Ports, Bangladesh.
- Mr.Mohammed Shahinuddin Chowdhury (G-23041), Officer, Sonali Bank Limited, Feni Branch, Feni.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১০/০৬/১৯
ক্রমিক: ১৭৩/৩, ৪৯১/৩৫/১, ৪৯১/৩৫/১, ৫৩৬ (আইটি)
১. উপস্থাপন করণ
২. আলোপ করণ
৩. প্রত্যুত্তর দিও
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিও
৬.দিনের মধ্যে সম্পাদনা করণ
ডেপুটি জেনারেল ম্যানেজার

Assistant General Manager

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