



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone : 88-02-9551121
Fax : 88-02-9573765
Web : www.sonalibank.com.bd
E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD / SEC-4 / PF-17503 /6592

Date : 13/06/2019

MOHAMMAD TOFAZZAL HOSSAIN

Officer

Index No : G-29257

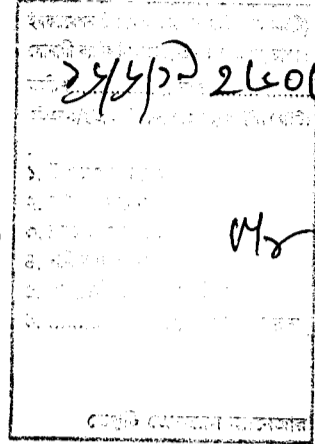
Passport No : EA 0132508

Audit & Inspection Division-2(Other than Corporate Branches)

Sonali Bank Limited

Head Office

Dhaka.



Mr. Faruk, Eng (IT)

Subject: Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 01/08/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 418 dated the 21st April, 2019 of Audit & Inspection Division-2(Other than Corporate Branches) , Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned division, the authority has sanctioned 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 01/08/2019 or the date of availment 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. Deputy General Manager, Audit & Inspection Division-2(Other than Corporate Branches), Sonali Bank Limited, Head Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.