



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।

তারিখ: ১৬/৬/১৯

উপস্থাপন করুন

১. উপস্থাপন করুন

২. আলাপ করুন

৩. দ্রুত জবাব দিন

৪. নথিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ নিন

৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 16 June, 2019

Mr. Farhan, Eng (IT)

NO. HRMD/OMD/SEC-1/6699

Mr. Dewan Mohammad Matiur Rahman (G-35867)

Senior Principal Officer (Joint Custodian, General)

Sonali Bank Limited

Narayanganj Corporate Branch

Narayanganj, 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. 2040 dated 08 May, 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 15 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 be valid only for performing Holy Hajj-2019.
5. During your sanctioned leave period Mr. Abdus Salam Azad (G-27424), Senior Principal Officer, Narayanganj Corporate Branch, Narayanganj will take over the charges of Joint Custodian (General) 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 Assistant General Manager (temporarily Incumbent), Sonali Bank Limited, Narayanganj Corporate Branch, Narayanganj, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Mr. Abdus Salam Azad (G-27424), Senior Principal Officer, Sonali Bank Limited, Narayanganj Corporate Branch, Narayanganj. You will take over the charges of Joint Custodian (General) of the branch during the sanctioned leave period of Mr. Dewan Mohammad Matiur Rahman.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan

Assistant General Manager

Human Resources Mgt. Division

Sonali Bank Limited

Head Office, Dhaka.