



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-23716)/

MD ANWAR HOSSAIN (G-25411)

(Passport No-OC 0132497)

Principal Officer

Common Services Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১৯/০৬/১৯
এজিএম-১/১/৩, এপিএসি, গোগোমহল, ইন্টাঃ (আইটি)
১. উপস্থাপনা করণ
২. আলোচনা করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় প্রকল্পে দিন
৬. ....দিনের মধ্যে সম্পাদনা করণ
ডেপুটি জেনারেল ম্যানেজার

Dated : 18 JUNE, 2019

**Subject : Sanction of 45 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. 667 dated the 19 May, 2019 of Common Services Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Common Services Division, Sonali Bank Limited, Head Office, Dhaka 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:-**

- Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports/All Lands Ports, Bangladesh.

Assistant General Manager

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