



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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NO.HRMD/OMD/SEC-2/(PF-13265)/

SYED MORTAZA ALI (G-32013)

(Passport No-BY 0957026)

Principal Officer

Sonali Bank Limited

Natore Branch

Natore, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয় তারিখ: ১৮/০৬/১৯ এজিএম-১/২/৩, এনসিওসি, ইন্ডা (আইটি) ১. উপস্থাপন করণ ২. আদ্যাপ করণ ৩. প্রস্তুত জন্মাব দিন ৪. মর্শিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিম ৬.দিনের মধ্যে সম্পাদন করণ চেপটি মেনারেন ম্যানসেজার	Deputy General Manager +8802-9564515 29/2 Mr Fartho, Eng (IT)
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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. 2270 dated the 19 May, 2019 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi 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, Rajshahi.
- 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.
- Assistant General Manager (Incharge), Sonali Bank Limited, Principal Office, Natore.
- Assistant General Manager, Sonali Bank Limited, Natore Branch, Natore with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.