



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmhrmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/SOC-8523 / 6835

Dated : 18 June, 2019

MR. MD. RASHIDUL HASAN (G-30113)  
Officer Cash  
Sonali Bank Limited  
Ishwardi Branch  
Pabna.

<p>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ১৯/০৬/১৯ ক্রম: ১/২৩, ১৯/০৬/১৯, প্রোগ্রামারি, ইঞ্জি (আইটি)</p> <p>১. উপস্থাপনা করণ ২. আদ্যাপ করণ ৩. দ্রুত ছাবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিম ৬. ....দিনের মধ্যে সম্পাদন করণ</p> <p>তেপুটি সোনালী ব্যাংক লিমিটেড</p>	<p>2928</p> <p>Mr. Partho, Eng (IT)</p>
---	---

**Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing Hajj-2019 : Mr. Md. Rashidul Hasan (G-30113), Senior Officer Cash (Joint Custodian), Sonali Bank Limited, Ishwardi Branch, Pabna.**

Dear Sir,

Reference may please be made to the letter No. 2323 dated the 22 May, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Kingdom of Saudi Arabia for performing Hajj-2019 under the following terms & conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter will remain valid for Hajj-2019 only.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager.

**Copy forwarded for kind information & necessary action :**

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Pabna. **Please send the joining report of the related officer specifying the date of leave availment . As per your recommendation and consequent upon approval of the authority Mr. Md. Mostafizur Rahman (C-39096), Officer Cash, Ishwardi Branch, Pabna will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Rashidul Hasan.**
04. Manager, Sonali Bank Limited, Ishwardi Branch, Pabna.
05. Mr. Md. Mostafizur Rahman (C-39096), Officer Cash, Ishwardi Branch, Pabna.
06. Immigration Officer, All Airport, Bangladesh.
07. Personal File.

Assistant General Manager  
Md. Delowar Hossain Sarder  
Assistant General Manager  
Normal Letter  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.