



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

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HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

No.HRMD/SEC-5/PF/OC-12359 / 6834

Dated : 18 June, 2019

BEGUM FARZANA AKTER (C-45081)  
Officer Cash  
Sonali Bank Limited  
Sherpur Branch  
Sherpur.

ইনস্যানেরা টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৯/০৬/১৯  
ক্র.সং-১/১/১, এফ/৬/সি, হোমোয়ার/সি, ইঞ্জিঃ (আইটি)  
১. উপস্থাপন করুন  
২. আলোপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

২৯০০

Ms Fartho, Eng (IT)

**Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing Hajj-2019 : Begum Farzana Akter (C-45081), Officer Cash, Sonali Bank Limited, Sherpur Branch, Sherpur.**

Dear Sir,

Reference may please be made to the letter No. 1301 dated the 20 May, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Mymensingh, 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, Mymensingh.
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. Assistant General Manager, Sonali Bank Limited, Regional Office, Sherpur. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Sherpur Branch, Sherpur.
05. Immigration Officer, All Airport, Bangladesh.
06. Personal File.

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