



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPT (SECTION - 4)

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Dhaka-1000, Bangladesh
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No. HRMD/SEC-4/PF-12170 /6857

Date : 18/06/2019

S M A MUNSUR RAHMAN
Officer
Index No : G - 15548
Passport No : BM 0255739
Sonali Bank Limited
Principal Office
Bogura .

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 22/06/2019 অফিস: ১/২/৩, সনি এ/সি, মোহাম্মদপুর, ইন্টাঃ (আইটি)	2928 Mr Fartho, Eng (IT)
১. উপস্থাপন করণ ২. আলাপ করণ ৩. ক্ষুদ্র জবাব দিন ৪. মতিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করণ	
ডেপুটি জেনারেল ম্যানেজার	

Subject : Sanction of 45(Forty Five) days leave(Outside Bangladesh) with full pay from 15/07/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 2213 dated the 15th May, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 45(Forty five) days leave (Outside Bangladesh) with full pay from 15/07/2019 or the date of availment with the permission to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear the expenses of this proposed visit.
2. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanctioned leave will be treated as Leave (Outside Bangladesh) only to perform the holy Hajj-2019 .**

Yours Faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Bogura .
04. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
06. Personal File / Master Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka