



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone : 88-02-9551121
Fax : 88-02-9573765
Website : www.sonalibank.com.bd
E-mail: sbl.hrmd4@sonalibank.com.bd

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

Date : 20/06/2019

No. HRMD/SEC-4/PF-23811 /6925

১. উপস্থাপন করা
২. পরামর্শ দেওয়া
৩. প্রকৃত আদেশ দেওয়া
৪. পরিশুদ্ধ করা
৫. প্রকৃত আদেশ দেওয়া
৬.

২৭/৫/১৯ ২৭/৫/১৯

মুহঃ ফারথো এনজি (IT)

স্বাক্ষর

DELOWERA AKTER
Officer(IT)
Index No : G - 34081
Passport No : BR 0473565
Sonali Bank Limited
Chandina Branch
Cumilla.

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

Dear Sir,

Reference letter no. 2040 dated the 29th May, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla 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 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, Cumilla.
02. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Cumilla.
04. Manager, Sonali Bank Limited, Chandina Branch, Cumilla.
05. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
07. 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.