



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No.HRMD/SEC-5/PF/SOC-6896 / 7098

Dated : 23 June, 2019

MR. MD. MOTIUR RAHMAN (G-25233)  
Senior Officer Cash  
Sonali Bank Limited  
Fulbagan Branch  
Natore.

ইনস্ট্রুমেন্ট টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 23/6/19 নম্বর: 2623  
এজিএন-১/২/৩, এসপি/সি, প্রোগ্রামার/সি, ইটিসি (আইটি)  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

Mr. Faruk, 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 : Mr. Md. Motiur Rahman (G-25233), Senior Officer Cash (Joint Custodian), Sonali Bank Limited, Fulbagan Branch, Natore.**

Dear Sir,

Reference may please be made to the letter No. 2367 dated the 23 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 avilment 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, Natore. **Please send the joining report of the related officer specifying the date of leave avilment . As per your recommendation and consequent upon approval of the authority Mr. Shah Md. Shakhawat Hossain (G-33371), Officer Cash, Fulbagan Branch, Natore will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Motiur Rahman.**
04. Manager, Sonali Bank Limited, Fulbagan Branch, Natore.
05. Mr. Shah Md. Shakhawat Hossain (G-33371), Officer Cash, Fulbagan Branch, Natore.
06. Immigration Officer, All Airport, Bangladesh.
07. Personal File.

Assistant General Manager

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

Normal Letter (English)