



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
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No.HRMD/SEC-5/PF/SOC-9339 / 7097

Dated : 23 June, 2019

MR. MD. MASHUD RANA (C-41147)
Senior Officer Cash
Sonali Bank Limited
Nilphamari Branch
Nilphamari.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস ইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 23/6/19
এজিএম-1/2/3, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (সফটওয়্যার)
১. উপস্থাপন করণ
২. অ্যাপ্রোব করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করণ

Mr. Partho, 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. Mashud Rana (C-41147), Senior Officer Cash, Sonali Bank Limited, Nilphamari Branch, Nilphamari.

Dear Sir,

Reference may please be made to the letter No. 3631 dated the 21 May, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Rangpur, 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, Rangpur.
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, Nilphamari. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Nilphamari Branch, Nilphamari.
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.