সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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

Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. HRMD/SEC-4/PF-24191 /7119

Date : 23/06/2019

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ 26/6/19 নম্বর 2620
এজিএম-১/২/৩, এসপিও/সি. প্রোগ্রামার/সি. ইঞ্জিঃ (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

MD AFZAL HOSSAIN HOWLADER
Officer
Index No : G - 30983
Passport No : BY 0405509
Sonali Bank Limited
Chitalmari Branch
Bagerhat.

Subject : Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 04/07/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 2218 dated the 27th May, 2019 of Sonali Bank Limited, General Manager's Office, Khulna 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 04/07/2019 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, Khulna.
02. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Bagerhat.
04. Manager, Sonali Bank Limited, Chitalmari Branch, Bagerhat.
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.

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