



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)

No. HRMD/SEC-4/PF-15074 /7123

Date : 23/06/2019

MD ABUL HASHEM
Officer
Index No : G - 22478
Passport No : BR 0860491
Sonali Bank Limited
Ghatail Branch
Tangail.

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| ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) |
| সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা |
| তারিখ: 23/06/2019 |
| এজেন্সি-১/২/৩/একপিও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি) |
| ১. উপস্থাপন করুন |
| ২. আলোচন করুন |
| ৩. দ্রুত জবাব দিন |
| ৪. নথিভুক্ত করুন |
| ৫. অয়োজনীয় পদক্ষেপ দিন |
| ৬.দিনের মধ্যে সন্তোষজনক করুন |
| স্বাক্ষরিত |

Mr. Renfro, Eng (IT)

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. 1328 dated the 23rd May, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh 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, Mymensingh.
02. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Tangail.
04. Manager, Sonali Bank Limited, Ghatail Branch, Tangail.
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.

[Signature]

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2219)
Human Resource Management Division
(Section-04)
Sonali Bank Limited
Head Office, Dhaka.