



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
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HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPT (SECTION - 4)

No. HRMD/SEC-4/PF-23799 /7365

Date : 26/06/2019

**SHAMSUN NAHAR**

Officer(IT)

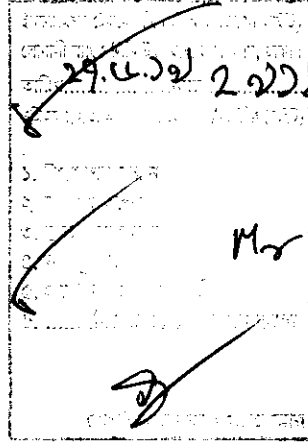
Index No : G - 33610

Passport No : BY 0867627

Sonali Bank Limited

Customs House Branch

Khulna.



Mr Partho Eng (IT)

**Subject : Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 14/07/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 2362 dated the 12th June, 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 14/07/2019 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
04. Manager, Sonali Bank Limited, Customs House Branch, Khulna.
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 334)  
Sonali Bank Limited  
100 Motijheel, Dhaka.