



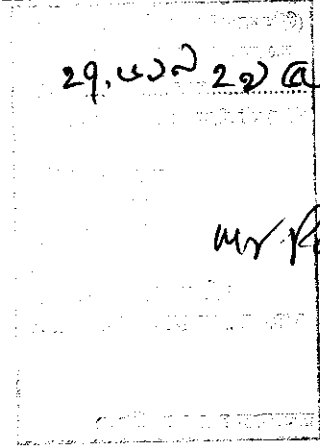
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-15334/7341

Date : 26 June, 2019

MD SHAKHAWAT HOSSAIN (G-21959)
Passport No: BP 0772019
Senior Officer
Audit & Inspection Division-1
(Corporate Branches & Controlling Offices)
Sonali Bank Limited
Head Office, Dhaka,
Bangladesh.



Subject : Sanction of 45 (Forty Five) days leave to perform the "Holy Hajj-2019" in the Kingdom of Saudi Arabia (KSA).

Dear Sir,

We have the pleasure to advise that in consideration of your prayer and recommendation of Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from 06-07-2019 or the date of availment with a permission to perform the "Holly Hajj-2019" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions :-

01. This sanctioned leave will be treated as leave (Outside Bangladesh) only to perform the Holy Hajj-2019.
02. You will have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.

Yours faithfully,

Sd/-

(Md.Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. Deputy General Manager, Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), Sonali Bank Limited, Head Office, Dhaka. They are requested to send his joining report after availment of leave.
- ✓ 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. Immigration Officer, All International Airports/Land Ports of Bangladesh.
04. Master Copy/ Personal File/ Office Copy

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3)
Sonali Bank Limited
Head Office, Dhaka