



**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-20879 /7368

Date : 27/06/2019

**MD TOAHA SIDDIQUE**

Officer

Index No : G - 29806

Passport No : EA 0055411

Sonal Bank Limited

Rajbari Branch

Rajbari.

29/06/2019

2019

Mr. Paatho

**Subject : Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 21/07/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 1136 dated the 27th May, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur 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 21/07/2019 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, Faridpur.
02. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari.
04. Manager, Sonali Bank Limited, Rajbari Branch, Rajbari.
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  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited