



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka.

Human Resource Management Division

Staff Management Department(Sec-6)

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NO.HRMD/SMD/SEC-6/PF-AOG-1(Cash)-8434/7709

Date :03-07-2019

MD. GIAS UDDIN KHAN(C-38711)

(Passport No.: BT 0713161)

Assistant Officer Grade-1 (Cash)

Sonal Bank Limited

Saidabad Bus Terminal Branch

Dhaka.

Sub:Sanction of 45(forty five) days leave (outside Bangladesh) with full pay to visit K.S.A for performing Holy Hajj-2019.

Dear Sir,

Reference may please be made to the letter no.2655 dated 23 June, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka, the authority has sanctioned 45(forty five) days leave (outside Bangladesh) from the date of availment with a permission to visit K.S.A. for performing Holy Hajj-2019 under the following terms & conditions:

Conditions:

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. Over staying is strictly prohibited.
04. This sanctioned letter will remain valid for Holy Hajj-2019 only.

Yours faithfully,

sd/-

(Md.Delowar Hossain Sarder)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. It has a reference to their letter no. 2655 dated 23 June, 2019.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka East, Dhaka.
04. The Manager, Sonali Bank Limited, Saidabad Bus Terminal Branch, Dhaka.
05. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
06. Personal File.

Assistant General Manager

Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.

ইমপোর্ট্যান্ট নোটিশ (বিজ্ঞপ্তি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ৪/৭/১৯
সংখ্যা: ৬২২৯
বিষয়: ছুটি, ছুটি, ছুটি, ছুটি (সই)
১. উপস্থাপন করুন
২. অস্বীকার করুন
৩. কৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় ব্যবস্থা দিন
৬.দিনের মধ্যে সন্তোষজনক করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Partho. Singh (IT)