



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-12324)/

ইনস্পেকশন টেকনোলজি ডিভিশন/বিজনেস আইটি  
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা

তারিখ: ২/৭/১৯ ৩২২৪

এজিএম-১/৯/১৯, এফপিও/পি. প্রোগ্রামার/সি. ইঞ্জিঃ (আইটি)

১. উপস্থাপন করণ
২. আলাপ করণ
৩. ক্রম জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করণ

তেপুটি জেনারেল ম্যানেজার

Dated : 09 JULY, 2019

**FARIDA AKTER (G-22588)**

(Passport No-EA 0166514)

Principal Officer

Sonali Bank Limited

Sarail Branch

Brahmanbaria, Bangladesh.

Mr Partho. Eng (IT)

**Subject : Sanction of 45 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. 2264 dated the 26 June, 2019 of General Manager's Office, Cumilla on the captioned subject.

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

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- b) This sanctioned leave will be treated as Leave outside Bangladesh.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanction letter will be valid only for performing Holy Hajj-2019.

Yours faithfully,

Sd/-

**(Md. Nurullah Khan)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

01. General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
- 7863 (2) 02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Brahmanbaria.
04. Manager, Sonali Bank Limited, Sarail Branch, Brahmanbaria with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Immigration Officer, All Airports/All Lands Ports, Bangladesh.

**Assistant General Manager**

**Md. Nurullah Khan**  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.