



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office, Motijheel
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HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPT. (SECTION - 4)

No. HRMD/SEC-4/PF-13041 /7933

Date : 10/07/2019

ABUL BASAHAR PATWARY

Officer

Index No : G - 25898

Passport No : EB 0082652

Sonali Bank Limited

Kachua Bazar Branch

Chandpur.

ইনকয়েরমেন্ট টেকনোলজি ডিভিশন(বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: 10/7	নম্বর: 2780
এজিএম-১/৯/৩, এফপিও/সি, প্রোগ্রামার/সি, ইটিঃ (আইটি)	
১. উপস্থাপন করুন	
২. আলাপ করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ দিন	
৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

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. 2332 dated the 03rd July, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla 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, Cumilla.
02. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Chandpur.
04. Manager, Sonali Bank Limited, Kachua Bazar Branch, Chandpur.
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-3&4)
Sonali Bank Limited
Head Office, Dhaka.