



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-21352/8127

Date : 10 July, 2019

HASMAT ARA KHANAM (G-34329)  
Passport No. BW-0166810  
Senior Officer (IT)  
Human Resource Development Division  
Sonali Bank Limited  
Head Office, Dhaka,  
Bangladesh.

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| ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)<br>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা<br>তারিখ: 10/7/19 মাস: 324<br>একিডম-1/2/3 এসপিও/নি. প্রোগ্রামার/নি. ইন্ডিঃ (আইটি) |
| ১. উপস্থাপন করুন<br>২. আলাপ করুন<br>৩. দ্রুত জবাব দিন<br>৪. নথিভুক্ত করুন<br>৫. প্রয়োজনীয় পদক্ষেপ নিন<br>৬. ....দিনের মধ্যে সম্পাদন করুন                               |
| ডেপুটি জেনারেল ম্যানেজার   |

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

Dear Madam,

We have the pleasure to advise that in consideration of your prayer and recommendation of Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from 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, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to send her 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&4)  
Sonali Bank Limited  
Head Office, Dhaka.