



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPT (SECTION - 4)

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No. HRMD / SEC-4 / PF-19626 /7935

Date : 10/07/2019

MOHAMMAD ABUL FATTAH KHAN
Officer
Index No : G - 28051
Passport No : BY 0672389
Industrial Project Finance Division
Sonali Bank Limited
Head Office
Dhaka.

ইনস্যানেরেশন টেকনিক্যালি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 11/7/19 সফর: 3238
এজেন্ডা-1/2/3, 4সপিওসি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)

1. উপস্থাপন করুন
2. আলোচ্য করুন
3. দ্রুত জবাব দিন
4. নথিভুক্ত করুন
5. প্রয়োজনীয় পদক্ষেপ নিন
6.দিনের মধ্যে সম্পাদন করুন

জেপটি জেনারেল ম্যানেজার

Subject: Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 18/07/2019 or the date of availment to perform the holy Hajj - 2019 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 584 dated the 26th June, 2019 of Industrial Project Finance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned division, the authority has sanctioned 45 (Forty Five) days leave(Outside Bangladesh) with full pay from 18/07/2019 or the date of availment 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 :

1. Deputy General Manager, Industrial Project Finance Division, Sonali Bank Limited, Head Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Busines IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager
Md. Jahangir Hossain (A-2116)
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.