



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF-23886/ 9253

Date : 12/07/2018

MD EADRIS ALI MIA

Officer(IT)

Index No : G-34390

Passport No : BR 0827944

Sonali Bank Limited

Nakhla Branch

Sherpur.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: 12.07.2018	34390
এজিএম-১/১/৩, এফপিও/সি, মেম্বারশিপ/সি, ডিআই(আইটি)	
১. উপস্থাপন করুন	M. Jahangir Hossain
২. পর্যালোচনা করুন	
৩. প্রাপ্ত জবাব দিন	
৪. পরিশুদ্ধ করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬. ....দিনের মধ্যে সম্মত/অসম্মত করুন	
ডেপুটি জেনারেল ম্যানেজার	

**Subject : Sanction of 48(Forty Eight) days leave(Outside Bangladesh) from 15/07/2018 or the date of availment with full pay to perform the holy Hajj - 2018 in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 1984 dated the 10<sup>th</sup> July, 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh, the authority has sanctioned **48(Forty Eight) days leave(Outside Bangladesh) with full pay from 15/07/2018 or the date of availment** with the permission to perform the holy Hajj-2018 in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear all expenses of the proposed visit.
2. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
3. **Staying abroad over the sanctioned leave will not be allowed.**
4. **This sanctioned leave will be treated as Leave (Outside Bangladesh) only to perform the holy Hajj-2018.**

Yours Faithfully

Sd/-

(Md. Jahangir Hossain)  
Assistant General Manager

Copy forwarded for kind information and necessary action:

1. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Sherpur.
4. Manager, Sonali Bank Limited, Nakhla Branch, Sherpur.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka