



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

3489

NO.HRMD/OMD/SEC-2/(PF-12276)/

MD MAJIBUR RAHMAN SARKER (G-17090)

(Passport No-BT 0496880)

Principal Officer

Sonali Bank Limited

Jatio Biswabiddalaya Branch

Gazipur, Bangladesh.

তারিখ: 12.07.18, নম্বর: Dated: 11 JULY, 2018

এসি.এম-১/২/৬, এম.এম.ডি, হিউম্যান রিসোর্স ম্যানেজমেন্ট বিভাগ, সোনালী ব্যাংক লিমিটেড, ঢাকা-১০০০

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সমাধান করুন

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2018.

Dear Sir,

Reference may please be made to the letter No. 3152 dated the 24 June, 2018 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 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-2018 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2018.

Yours faithfully,

Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
- 9210(2) 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Gazipur.
- Manager, Sonali Bank Limited, Jatio Biswabiddalaya Branch, Gazipur with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Abdul Awal Bhuiyan
Asstt. General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.