



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000  
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Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-23634)/

MD HARUNUR RASHID MAZUMDER (G-23331)

(Passport No-BP 0462381)

Principal Officer

Sonali Bank Limited

Sylhet Corporate Branch

Sylhet, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 11/07/18  
একি.এম-১/১/১৬, এমপিওসি, সোনালী ব্যাংক লিমিটেড, সিলেট।  
Dated: 11 JULY, 2018  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন 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.2018 dated the 25 June, 2018 of General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Sylhet 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, Sylhet.
- 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.
- Assistant General Manager (Incharge), Sonali Bank Limited, Principal Office, Sylhet.
- Assistant General Manager, Sonali Bank Limited, Sylhet Corporate Branch, Sylhet 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.