



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Deputy General Manager

Phone: +8802-9564515

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 12.07.2018

এক নং-১/২/৬, এনসিওপি, প্রোগ্রামারপি, ইআই (সিওপি)

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

ডেপুটি জেনারেল ম্যানেজার

NO.HRMD/OMD/SEC-2/(PF-23704)/

MD ABDUS SALAM (G-25677)

(Passport No-BK 0211935)

Principal Officer

Sonali Bank Limited

B.WAPDA Bhaban Corporate Branch

Dhaka, Bangladesh.

Dated : 11 JULY, 2018

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.2523 dated the 05 June, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 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:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.

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. Deputy General Manager, Sonali Bank Limited, B.WAPDA Bhaban Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.

04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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