



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmpmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/OC-12376 / 9234

Dated : 11 July, 2018

MR. MD. IMRUL HASAN MEHEDI
Officer Cash
(Passport No. BR 0156336)
Sonal Bank Limited
Abadpukur Hat Branch
Naogaon.

ইন্সপেকশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 12.07.2018
একক-১/২/৩, এসসিও/সি, প্রোগ্রামার/সি, ইআই/সি

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 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2018 : Mr. Md. Imrul Hasan Mehedi (C-46160), Officer Cash, Sonali Bank Limited, Abadpukur Hat Branch, Naogaon.

Dear Sir,

Reference letter No. 2776 dated the 26th June, 2018 of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit KSA for performing Hajj-2018 under the following terms & conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter will remain valid for Hajj-2018 only.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
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, Principal Office, Naogaon. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Abadpukur Hat Branch, Naogaon .
05. Immigration Officer, All Airport, Bangladesh.
06. Personal File.

Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonal Bank Limited
Head Office, Dhaka.