



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No.HRMD/SEC-5/PF/OC-8636 / 9233

Dated : 11 July, 2018

MR. MD. FIROJ MIAH  
Officer Cash  
(Passport No. BR 0059983)  
Sonali Bank Limited  
Agrani Balika Biddalay Branch  
Dhaka.

ইনস্পেকশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 12.07.2018  
এজি-১/২/৩, এমপিও/সি, জেলাব্যবসায়িক, ইটিসি (সেবা)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দৃঢ় 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. Firoj Miah(G-30478), Officer Cash (Joint Custodian), Sonali Bank Limited, Agrani Balika Biddalay Branch, Dhaka.**

Dear Sir,

Reference letter No. 2711 dated the 24<sup>th</sup> June, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Dhaka-2, 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, Dhaka-2.
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, Dhaka West, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment . As per your recommendation and consequent upon approval of the authority Mr. Khan Jahangir Hosain (C-43768), Officer Cash, Agrani Balika Biddalay Branch, Dhaka will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Firoj Miah.**
04. Manager, Sonali Bank Limited, Agrani Balika Biddalay Branch, Dhaka .
05. Immigration Officer, All Airport, Bangladesh.
06. Mr. Khan Jahangir Hosain (C-43768), Officer Cash, Agrani Balika Biddalay Branch, Dhaka.
07. Personal File.

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