



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

SECTION-2

NO.HO/HRMD/OMD/SEC-2/(PF-18073)/

Dated : 11 JULY, 2019

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Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

**MINUL HASAN MOHAMMAD ARIF (C-41795)**

(Passport No-OC 6169370)

Principal Officer (JC General)

Sonali Bank Limited

Kawran Bazar Branch, Dhaka

Bangladesh.

**Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2019.**

Dear Sir,

Reference may please be made to the letter No.2474 dated the 27 June, 2019 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, Dhaka 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-2019 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-2019.

Yours faithfully,

Sd/-

(Md. Jahangir Hossain)

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. As per their proposal Mr. Md. Shafiqul Islam (G-27306), Principal Officer, Kawran Bazar Branch, Dhaka will hold the charge of Joint Custodian (General) temporarily on leave of Mr. Minul Hasan Mohammad Arif.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
- Assistant General Manager, Sonali Bank Limited, Kawran Bazar Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Shafiqul Islam (G-27306), Principal Officer, Sonali Bank Limited, Kawran Bazar Branch, Dhaka.

**Assistant General Manager**

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.