



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD / SEC-4 / PF - 21105 /9247

Dated : 11/07/2018

MAZED UDDIN AHMED
Officer
Index : G -34451
Passport No: BN 0572511
Sonali Bank Limited
General Manager's Office
Dhaka-2.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: 15-07	নং: 2539
এজিএম-১/২/৩, এলিও/সি, মোজাম্মেল হক রোড (সেক্টর-৪)	
১. উপস্থাপন করুন	
২. আলোচ্য করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পত্র প্রেরণ দিন	
৬.দিনের মধ্যে সমাপন করুন	
ডেপুটি জেনারেল ম্যানেজার	

Subject : Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from the date of availment to perform the holy Hajj - 2018 in the Kingdom of Saudi Arabia .

Dear Sir,

Reference letter no. 2728 dated the 26th June, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, 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 the permission to perform the holy Hajj -2018 in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear all expenses of the proposed visit.
2. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
3. **Staying abroad over the sanctioned leave will not be allowed.**
4. **This sanctioned leave will be treated as Leave(Outside Bangladesh) only to perform the holy Hajj-2018 .**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

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