



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000, Bangladesh.
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No.HRMD/SEC-5/PF/OC-12527/8237

Dated : 14 July, 2019

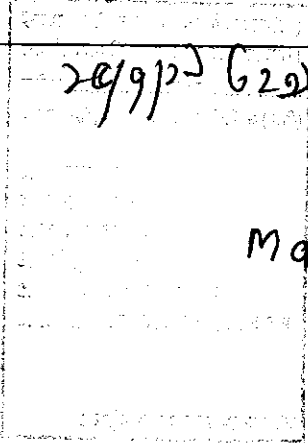
Mrs. SHAMIMA NASRIN (C-45472)

Officer Cash

Sonali Bank Limited

Uttara Model Town Branch

Dhaka.



Md Partho, Eng (IT)

Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing Hajj-2019 : Shamima Nasrin (C-45472), Officer Cash, Sonali Bank Limited, Uttara Model Town Branch, Dhaka.

Dear Sir,

Reference may please be made to the letter No. 2764 dated the 01 July, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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, Dhaka the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Kingdom of Saudi Arabia for performing Hajj-2019 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-2019 only.

Yours faithfully,

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action :

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, Principal Office, Mirpur, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Assistant General Manager, Sonali Bank Limited, Uttara Model Town Branch, Dhaka.
05. Immigration Officer, All Airport, Bangladesh.
06. Personal File.

Assistant General Manager

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