



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 : dgmhrmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/OC-12790/8236

১৫/৭/১৯ (২০১৯)

Dated : 14 July, 2019

Mr. MD. JAHANGIR ALAM (G-29581)
Officer Cash
Sonali Bank Limited
Ranigonj Bazar Branch
Dinajpur.

Mr 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 : Md. Jahangir Alam (G-29581), Officer Cash, Sonali Bank Limited, Ranigonj Bazar Branch, Dinajpur.

Dear Sir,

Reference may please be made to the letter No. 4379 dated the 26 June, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Rangpur 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, Rangpur.
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, Dinajpur. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Ranigonj Bazar Branch, Dinajpur.
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.

Normal Letter (English)