



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-17118/8131

Date : 14 July, 2019

MD MAHMUDUL HASAN (C-41378)
Passport No. BY-0089323
Senior Officer
Sonali Bank Limited
Damudya Branch, Shariatput,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিএসএম অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 14/7/19 নম্বর: 6.6.29
এসি নং-1/2/3, এসপিও/সি, সেকোম/সি, ইজি (অফিস)

- উপস্থাপন করুন
- আম্বাশ করুন
- দ্রুত জবাব দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ দিন
-বিষয়ে স্বীকৃতি সম্পাদন করুন

ডেপুটি ম্যানেজিং ম্যানেজার

Mr Farid Eng (IT)

Subject : Sanction of 45 (Forty Five) days leave to perform the "Holy Hajj-2019" in the Kingdom of Saudi Arabia (KSA).

Dear Sir,

We have the pleasure to advise that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Faridpur the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to perform the "Holly Hajj-2019" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions :-

01. This sanctioned leave will be treated as leave (Outside Bangladesh) only to perform the Holy Hajj-2019.
02. You will have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.

Yours faithfully,

Sd/-

(Md.Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. Deputy General Manager (In-Charge), Sonali Bank Limited, General Manager's Office, Faridpur.
- ✓ 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, Madaripur.
04. Manager, Sonali Bank Limited, Damudya Branch, Shariatpur. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Land Ports of Bangladesh.
06. Master Copy/ Personal File/ Office 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.