



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 : dgmpmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/SOC-8468 / 9383

Dated : 15 July, 2018

MR. MD. ASRAFUD ZAMAN
Senior Officer Cash
(Passport No. BT 0178697)
Sonali Bank Limited
Mohanpur Branch
Tangail.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(সিএসআই)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 16.07.18 বছর: 35
এফএম-১/২/৩, এসপিও/সি, প্রোগ্রামিং/সি, ইটিসি (সিএসআই)
১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2018 : Mr. Md. Asrafud Zaman(G-25895), Senior Officer Cash (Joint Custodian), Sonali Bank Limited, Mohanpur Branch, Tangail.

Dear Sir,

Reference letter No. 2019 dated the 12th July, 2018 of General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 45 (Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit KSA for performing Hajj-2018 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-2018 only.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)

Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
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, Tangail. **Please send the joining report of the related officer specifying the date of leave availment . As per your recommendation and consequent upon approval of the authority Mr. Md. Morshed Hasan Miah (C-44432), Officer Cash, Ghatail Branch, Tangail will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Asrafud Zaman.**
04. Manager, Sonali Bank Limited, Mohanpur / Ghatail Branch, Tangail .
05. Immigration Officer, All Airport, Bangladesh.
06. Mr. Md. Morshed Hasan Miah (C-44432), Officer Cash, Ghatail Branch, Tangail.
07. Personal File.

Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.