

সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
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Dated :21/06/2018

No. HRMD/SEC-4/PF-13184 / 8188

**SHAIKH SHAHJAHAN ALI**

Officer

Index No : G - 24842

Passport No : BL 0180670

Sonali Bank Limited

Principal Office

Khulna.

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

Dear Sir,

Reference letter no. 3027 dated the 10<sup>th</sup> May, 2018 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna, the authority has sanctioned 45(Forty five) days leave(Outside Bangladesh) with full pay from 14/07/2018 or 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.

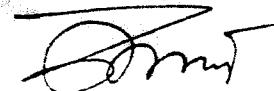
Yours Faithfully

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, Khulna.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Other International Airports, Bangladesh.
6. 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