



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel

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No. HRMD/SEC-4/PF-24341/ 9492

Date : 18/07/2018

MD ZAHIRUL ISLAM

Officer

Index No : G-32160

Passport No : BN 0097766

Sonali Bank Limited

Burichong Branch

Cumilla.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 19.07.2018...নম্বর: 2620
এফএম-3/2/3, এনপিও/সি, প্রোগ্রামার/সি, ইন্টার (আইটি)

১. উপস্থাপন করুন
২. আলাপ 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) from the date of availment with full pay to perform the holy Hajj - 2018 in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 2620 dated the 04th July, 2018 of Sonali Bank Limited, General Manager's Office, Cumilla on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Cumilla, the authority has sanctioned **45(Forty Five) days leave(Outside Bangladesh)** with full pay from 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, Cumilla.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Cumilla.
4. Manager, Sonali Bank Limited, Burichong Branch, Cumilla.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports, Bangladesh.
7. 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
Head Office, Dhaka