



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Fax : 88-02-9573765

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF-20725/ 9494

Date : 19/07/2018

MD MOSTASIM BILLAH

Officer

Index No : G-29307

Passport No : BR 0711395

Sonali Bank Limited

Baganchara Branch

Jashore.

ইনসুরেন্স টেকনোলজি ডিভিশন(বিজনেস ইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 19.07.2018  
একিএম-১/২/৩, এসপিও/সি, মোমায়েদ/সি, হাজির (আইটি)

১. উপস্থাপন করুন  
২. আলোপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্মত/নিষেধ করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 45(Forty Five) days leave(Outside Bangladesh) from 25/07/2018 or the date of availment with full pay to perform the holy Hajj - 2018 in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 3926 dated the 08<sup>th</sup> July, 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 25/07/2018 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, Jashore.
4. Manager, Sonali Bank Limited, Baganchra Branch, Jashore.
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.