



**SONALI BANK LIMITED** Human Resource Management Division  
 Head Office  
 Motijheel  
 Dhaka-1000  
 Bangladesh.

(Sec-8)

Telegraph : Ganabank

☎ : 47115437, FaX-9573765

E-Mail : [dg.hrmd@sonalibank.com.bd](mailto:dg.hrmd@sonalibank.com.bd)

NO.HRMD/SEC-8/ GC/1876/9510

Dated : 18 July, 2018

Md. Habibur Rahaman Mridha (C-42520)  
SSSG-3

Passport No. BN-0482450

Sonali Bank Limited

Bangabandhu Jatio Stadium Branch  
Dhaka

ইনকোর্পোরেশন টেকনোলজি ডিভিশন (বিজনেস ইটি)  
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল, ঢাকা

তারিখ: 19.07.2018

এক.সে.১/২/৩, এসপিওসি, রেজিস্টার/সি. ইটি ডিভিশন

১. উপস্থাপন করুন  
 ২. আলোচন 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 : Md. Habibur Rahaman Mridha (C-42520), Supporting sub Staff Grade-3, Sonali Bank Limited Bangabandhu Jatio Stadium Branch, Dhaka.**

Dear Sir,

Reference Letter No-1412 Dated 11 April, 2018 Sonali Bank Limited, General Manager's office, Dhaka-01, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's office, Dhaka-01, Dhaka 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 will 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 be valid for Hajj-2018 only.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)

Assistant General Manager.

Telephone No.-47115437

**Copy forwarded for kind information & necessary action :**

01. General Manager, Sonali Bank Limited, General Manager's office, Dhaka-01, Dhaka.
02. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Dhaka central, Dhaka.
03. 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.
04. Manager, Sonali Bank Limited, Bangabandhu Jatio Stadium Branch, Dhaka. Please send the joining report of the related staff specifying the date of leave availment.
05. Immigration Officer, All Airports / All land Ports. Bangladesh.
06. Personal File.

  
 Assistant General Manager.

Telephone No.-47115437

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