



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel, Dhaka.

Human Resource Management Division

Staff Management Department (Sec-6)

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NO-HRMD/SMD/SEC-6/PF-AOG-2(Cash)-8481/9650

**REAZUL ISLAM (C-38767)**  
(Passport No: BT 0629401)  
Assistant Officer Grade-2 (Cash)  
Sonali Bank Limited  
Wage Earners' Corporate Branch  
Dhaka.

তারিখ: ২২/০৭/১৮	মহা: ৩৩৩
একিএম-১/২/৩, এসপিও/সি, সোনাখালি, ঢাকা (সেক-৬)	
Date : 22-07-2018	
১. উপস্থাপন করণ ২. আলাপ করণ ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পাদন করণ	
ডেপুটি জেনারেল ম্যানেজার	

**Sub:Sanction of 45(forty five) days leave (outside Bangladesh) with full pay to visit K.S.A for performing Holy Hajj-2018.**

Dear Sir,

Reference may please be made to the letter no.3177, dated 26 June, 2018 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, Dhaka, the authority has sanctioned you 45(forty five) days leave (outside Bangladesh) from the date of availment with a permission to visit K.S.A. for performing Holy Hajj-2018 under the following terms & conditions:

**Conditions:**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for Holy Hajj-2018 only.


Yours faithfully,

sd/-

(Md.Delowar Hossain Sarder)  
Assistant General Manager

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

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka. It has a reference to their letter no. 3177, dated 26 June, 2018.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Wage Earners' Corporate Branch, Dhaka.
04. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
05. Personal File.

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