



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-19853/8561

Date : 24 July, 2018

MOHAMMAD NAJMUL HOQUE (C-44056)
Passport No. BW 0727979
Senior Officer
Sonali Bank Limited
Ghior Branch, Manikganj,
Bangladesh.

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 (K.S.A).

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 45 (forty five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to perform "The Holly Hajj-2018" in the Kingdom of Saudi Arabia (K.S.A) under the following terms and conditions :

Conditions :

01. This sanctioned leave will be treated as Leave (Outside Bangladesh) only to perform the Holy Hajj-2018.
02. You have to bear all expenses of the proposed visit.
03. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
04. Staying abroad over the sanctioned leave will not be allowed.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
- ✓02. 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 Bnak's Website.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Manikganj.
04. Manager, Sonali Bank Limited, Ghior Branch, Manikganj. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports of Bangladesh.
06. Master Copy/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2110)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.