



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka-1000
Bangladesh.

Human Resource Management Division
Staff Management Department (Sec-7)

☎ : 47115437, Fax-9573765

E-mail: dgmhrmd@sonalibank.com.bd

NO.HRMD/SMD/SEC-7/PF (AOG-2-717)/9762

ইনকম্পেন্সন টেকসেলারি ডিভিশন (বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল

তারিখ 25.07.2018
ক্রম-3/2/0, এমপিও/পি. প্রোগ্রাম/সি. বিজি (সিডি)

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

Dated : 25 July, 2018

KHAIRUL HASAN (G-28888)

Assistant Officer Grade-2

Passport No- BR 0864980

Sonali Bank Limited

Subidkhali Branch

Patuakhali.

Subject : Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to visit Saudi Arabia for performing Holy Hajj-2018 .

Reference to the Letter no. 2871 dated 12 July, 2018 of Sonali Bank Limited, General Manager's Office, Barisal on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Barisal, the authority has pleased to sanction you 45 (Forty Five) days leave (outside Bangladesh) from the date of availment with a permission to visit Saudi Arabia 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/Govt. of Bangladesh.
02. It will be treated as Leave-outside Bangladesh.
03. Stay abroad over the sanctioned leave will not be allowed.
04. This sanctioned letter will be valid for Holy Hajj- 2018 only.

Yours Faithfully,

Sd/-

(Md. Delowar Hossain Sarder)

Asst.General Manager

Copy forwarded for kind information & necessary action to :

- 01) The General Manager, Sonali Bank Limited, General Manager's Office, Barisal.
- 02) The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. There are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
- 03) The Deputy General Manager, Sonali Bank Limited, Principal Office, Patuakhali.
- 04) Manager, Sonali Bank Limited, Subidkhali Branch, Patuakhali.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) Personal File Copy.

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