



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmpmd@sonalibank.com.bd

No.HRMD/SEC-5/PF/OC-10012 / 9659

Dated : 23 July, 2018

MR. MD. AURANGAZEB  
Officer Cash  
(Passport No. BQ 0870725)  
Sonali Bank Limited  
Sandwip Branch  
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ২৪/০৭/১৮ নম্বর: ৩৩৬৫৭  
একিএম-১/২/৩, এপিও/সি, সোমালি ব্যাংক লিমিটেড (সাইট)  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. প্রাপ্তি স্বাক্ষর দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সমাপ্তি করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 45 (Forty five) days leave (Outside Bangladesh) with full pay to visit KSA for performing Hajj-2018 : Mr. Md. Aurangazeb (G-30777), Officer Cash, Sonali Bank Limited, Swandip Branch, Chittagong.**

Dear Sir,

Reference letter No. 2569 dated the 09<sup>th</sup> July, 2018 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of intention of the applicant and recommendation of General Manager's Office, Chittagong, 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 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 remain valid for Hajj-2018 only.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
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 Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Swandip Branch, Chittagong .
05. Immigration Officer, All Airport, Bangladesh.
06. Personal File.

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