



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel

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No. HRMD/SEC-4/PF-22399 / 9918

Date : 29/07/2018

ALAMGIR HOSSEN

Officer

Index No : G - 32879

Passport No : BT 0207306

Sonali Bank Limited

Mathbaria Branch

Pirojpur.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 30.07.2018

এক.এম-১/২/৩, এমপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার (সফটওয়্যার)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্মত/অসম্মত করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 45 (Forty Five) days leave(Outside Bangladesh) with full pay from the date of availment to perform the holy Hajj - 2018 in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 3011 dated the 18<sup>th</sup> July, 2018 of Sonali Bank Limited, General Manager's Office, Barishal on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Barishal, the authority has sanctioned 45(Forty five) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to perform the holy Hajj -2018 in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear all expenses of the proposed visit.
2. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh .
3. **Staying abroad over the sanctioned leave will not be allowed.**
4. **This sanctioned leave will be treated as Leave (Outside Bangladesh) only to perform the holy Hajj-2018 .**

Yours Faithfully

Sd/-

(Md. Jahangir Hossain)  
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Barishal.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Pirojpur.
4. Manager, Sonali Bank Limited, Mathbaria Branch, Pirojpur .
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.