



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000

Bangladesh.

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Deputy General Manager

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NO.HRMD/OMD/SEC-2/(PF-12523)/

NAZNEEN SULTANA NAZMA (G-36278)

(Passport No-BQ 0695174)

Principal Officer

Sonali Bank Limited

Mirpur Shilpa Elaka Branch

Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস ইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	ডায়েরী নং: 06.08.053
তারিখ: 05/08/2018	স্মারক: 053
১. উপস্থাপনা করুন ২. জালাপ করুন ৩. দ্রুত জবাব দিন ৪. মতিলুপ্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

Dated : 05 AUGUST, 2018

Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Haji-2018.

Dear Sir,

Reference may please be made to the letter No. 3215 dated the 25 July, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 45 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Hajj-2018 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2018.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka.
- Manager, Sonali Bank Limited, Mirpur Shilpa Elaka Branch, Mirpur, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resource Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.