



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD/SEC-4/PF- 16595/13419

Date : 25/10/2018

MRS. ISRAT JAHAN MONI
Officer
Index No : C-39826
Passport No : BM 0769396
Sonali Bank Limited
Kishoreganj Branch
Kishoreganj.

১. উপস্থাপন করুন	২. আলাপ করুন
৩. প্রত্যুত্তর দিন	৪. সন্মতিক্রম করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন	৬. দিবসের মধ্যে সম্মতাদান করুন

৩৩৩৩ জেনারেল ম্যানেজার

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from the date of availment to perform UMRAH in the Kingdom of Saudi Arabia.

Dear Sir,

Reference letter no. 2813 dated the 04th October , 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from the date of availment to perform UMRAH in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

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, Mymensingh.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Kishoreganj.
4. Assistant General Manager, Sonali Bank Limited, Kishoreganj Branch, Kishoreganj.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports / Land ports, 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