



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

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-12870)/

Dated : 09 SEPTEMBER, 2019

S M ABDUL KHALEQUE (G-24291)

(Passport No-EB 0158804)

Principal Officer (Manager)

Sonali Bank Limited

Chowbari Branch

Sirajgonj, Bangladesh.

সোনালী ব্যাংক লিমিটেড
অফিসার ম্যানেজমেন্ট বিভাগ
১. উপস্থাপিত
২. পর্যালোচনা
৩. প্রমোশন
৪. পদোন্নতি
৫. পদোন্নতি
৬. পদোন্নতি
৭. পদোন্নতি
৮. পদোন্নতি
৯. পদোন্নতি
১০. পদোন্নতি

Mr Farukh. Eng

Subject : Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No. 3624 dated the 08 August, 2019 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Umrah Hajj 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 sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi. As per their proposal Mr. Md. Hasan Imam Shehab (C-46823), Officer (IT), Chowbari Branch, Sirajgonj will hold the charge of Manager temporarily on leave of of Mr.S M Abdul Khaleque.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Sirajgonj with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Chowbari Branch, Sirajgonj.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Mr. Md. Hasan Imam Shehab (C-46823), Officer (IT), Sonali Bank Limited, Chowbari Branch, Sirajgonj.

Assistant General Manager

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