



**Office Order**

In consideration of application of the following official and recommendation of Sonali Bank PLC, Cards Division, Head Office, Dhaka, the undersigned is pleased to convey sanction of leave by the authority in favour of his travel to Malaysia with a view to pursuing Master of Science in Business Administration under the following terms & conditions:-

Name, Designation & Present Place of Work	Programme & University	Period	Country
<b>MD. RAFIUL KARIM (47060)</b> (Passport No-A07981208) Officer (IT) Sonali Bank PLC Cards Division Head Office, Dhaka.	Master of Science in Business Administration, City University, Malaysia.	01 (One) year (06 Months Earned Leave on Average Pay and 06 Months Leave without Pay) from the date of availing Leave (Outside Bangladesh).	Malaysia

**2. Terms & conditions of the above-said visit:**

- As per his commitment submitted by him in non-judicial stamps valued TK. 300, he shall work in Sonali Bank PLC for a minimum of 05 (Five) years after returning from the study leave.
- As per the guarantee bond submitted by his guarantor, If he resigns from the service before the expiry of the sanctioned period or does not return to the country within the stipulated time or is absent without permission, the guarantor shall be liable to pay all of his loans and advances with other related dues along with all the money received as salaries and allowances taken during study leave.
- The approved programme and the university cannot be changed under any circumstances.
- He must email his contact address as soon as he arrives in Malaysia to [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd) and [sbl.hrmd4@sonalibank.com.bd](mailto:sbl.hrmd4@sonalibank.com.bd).
- Within 07 (seven) days of his arrival in Malaysia he must report to the Bangladesh Embassy located there.
- He will compulsorily join the Bank on the next working day after returning home.
- He shall submit the certificate/evidence of obtaining his degree to this division within 07 (seven) days of joining the workplace.
- Granted Extraordinary leave/leave without pay shall not count for the purpose of increment, gratuity, leave entitlement and promotion.
- No expenses of the travel and programme shall be borne by Sonali Bank PLC or The government of Bangladesh.
- During the study period his salary/allowance will be paid in Bangladeshi currency as per rules of Bank.
- Staying abroad over the sanctioned period is strictly prohibited.
- This sanction letter will remain valid for 03(three) months from date of issue.

**3. This Order is issued as per the approval of the competent authority.**

Sd/-

**(Masud Ahmed Khan)**  
**Assistant General Manager**  
Phone : +8802223384515

**Copy forwarded for kind information & necessary action to:-**

- Deputy General Manager, Sonali Bank PLC, Cards Division, Head Office, Dhaka, **with a request to send the joining report of the related officer after his return.**
- Deputy General Manager, Sonali Bank PLC, Central Accounts Division (Payments), Head Office, Dhaka.
- Md. Ariful Islam (46619), Officer (IT), Sonali Bank PLC, Cards Division, Head Office, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Personal File/Confidential File/Master Copy.

  
**Assistant General Manager**  
Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka  
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From Abroad: +880910016639