



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Sec-1)
e-mail: dgmhrmd@sonalibank.com.bd
Phone : 9564515 DGM, 9551121 AGM.

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Asst. Manager HRM

NO. HRMD/OMD/SEC-1/31

Dated : 01 January, 2019

Mr. Quamruzzaman Chowdhury
Deputy Managing Director
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Sir,

Subject : Sanction of leave (ex-Bangladesh) and administrative approval to visit U.S.A. for meeting your elder daughter for 10 (ten) days starting from 20 January, 2019 or from the date of travelling.

Reference may please be made to your application dated 18 November, 2018 on the captioned subject.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank Limited in their 611th meeting held on 10 December, 2018 has sanctioned 10 (ten) days leave (ex-Bangladesh) with full pay to visit U.S.A. for meeting your elder daughter including travel time from 20 January, 2019 or from the date of travelling. In addition, the Government of the People's Republic of Bangladesh, Ministry of Finance, Financial Institutions Division, Training and Discipline Branch is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favor of you to visit U.S.A. for meeting your elder daughter for 10 (ten) days starting from 20 January, 2019 or from the date of travelling with your wife Ms. Israt Jahan and daughter Humayra Afreen vide their letter No. 53.00.0000.231.25.091.18-909 dated 23 December, 2018. The following terms & conditions will be applicable:

- 1) You will bear all expenses relating to this visit. No expenditure will be borne by the Government of Bangladesh or by Sonali Bank Limited.
- 2) Approved travel time will be considered as ex-Bangladesh leave to be adjusted with earned leave.
- 3) You will not be allowed to stay in abroad more than the stipulated period.
- 4) The government order will be valid for 3 (three) months from the date of issue.

Yours Faithfully,

S/d-

(Md. Anwar Kadir Chowdhury)
Deputy General Manager

Copy forward for information & necessary action to:

- 01) All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
- 02) All General Managers, Sonali Bank Limited, Head Office, Dhaka.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- 04) The 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.
- 05) Immigration Officer, All Airports, Bangladesh.

Deputy General Manager
Md. Anwar Kadir Chowdhury
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.