



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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Phone : 9564515 DGM, 9551121 AGM.

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NO. HRMD/OMD/SEC-1/8618

Dated : 21 July, 2019

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

Mr. Faruk Eng (IT)

Sir,

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

Reference may please be made to your application dated 11 June, 2019 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 642th meeting held on 16 July, 2019 has sanctioned 30 days leave (ex-Bangladesh) with full pay to visit U.S.A. for meeting your elder daughter including travel time from the date of travelling. In addition, the Government of the People's Republic of Bangladesh, Ministry of Finance, Financial Institutions Division, Training 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 20 (twenty) days starting from the date of travelling with your wife Ms. Israt Jahan and daughter Humayra Afreen vide their letter No. 53.00.0000.231.25.018.19-574 dated 10 July, 2019. 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 approved period 20 (twenty) days.
- 4) The government order will be valid for 03 (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) P.S to Senior Secretary, Financial Institutions Division, Ministry of Finance, Dhaka.
- 04) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- 05) 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.
- 06) Immigration Officer, All Airports, Bangladesh.

Deputy General Manager

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