



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.

NO. HRMD/OMD/SEC-1/9378

Md. Sayedur Rahman (G-27931)

General Manager

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit U.S.A.**

Reference may please be made to your application dated 31 July, 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 646th meeting held on 07 August, 2019 has sanctioned 30 days outside Bangladesh leave including transit period and government/ weekly holidays from 08 September, 2019 or from the date of availing with a permission to visit U.S.A. under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain 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) 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.
- 04) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- 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