

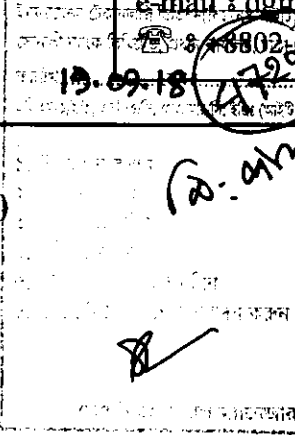


**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka, Bangladesh.

**Human Resource Management Division**  
**Officer Management Department(Sec-1)**

e-mail : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)  
8802-956415, 9551121, 01552325317



NO. HRMD/OMD/SEC-1/11826

Dated : 18 September, 2018

Mr. Md. Ziaul Islam Anowari (G-27852)  
Deputy General Manager  
Sonal Bank Limited  
Principal Office  
Kurigram, Bangladesh.

Sir,

Subject : **Sanction of 11 days outside Bangladesh leave with full pay to visit Malaysia.**

Reference may please be made to the letter no. 6799 dated 06 September, 2018 of General Manager's Office, Rangpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 598th meeting held on 17 September, 2018 has sanctioned 11 days (including transit period) outside Bangladesh leave (to be adjusted from earned leave) from 24 September, 2018 with a permission to visit Malaysia to participate the seminar on "Green Banking in South East Asia" as Guest Speaker to held on 27 September, 2018 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. You will not give any speech on the mentioned seminar that wicketed the image of Bangladesh/ Sonali Bank Limited or hurt the business interest of this Bank.
5. This letter of permission will remain valid for upto 27 September, 2018.

As per approval of the authority Mr. Md. Abdur Rashid, Assistant General Manager, Principal Office, Kurigram will take over the charges of the Principal Office, Kurigram temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)  
Assistant General Manager

**Copy forward for kind information & necessary action to :**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. 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.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Kurigram.
04. Mr. Md. Abdur Rashid, Assistant General Manager, Sonali Bank Limited, Principal Office, Kurigram.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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