



**সোনালী ব্যাংক লিমিটেড**

**SONALI BANK LIMITED**

Head Office

Motijheel

Dhaka, Bangladesh.

**Human Resource Management Division**

**Officer Management Department(Sec-1)**

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NO. HRMD/OMD/SEC-1/11935

Mr. Md. Ziaul Islam Anowari (G-27852)

Deputy General Manager

Sonali 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 the date of availing 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 sanction letter will remain valid for 03 (three) months from the date of issue.

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

ইনস্ট্রাকশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০১-১০-১৮  
ক্রমিক: ১২৩, কপি: ০১, প্রাপ্ত: ০১, ই-মেল: ০১

১. উপস্থাপন করুন  
২. আসন্ন করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

Dated : 25 September, 2018

Mr. Partha, Engrg  
25/9/2018