



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 5736

Dated : 17 August 2025

Muhammad Moniruzzaman (33949)
Deputy General Manager (General Manager, Incharge)
Sonali Bank PLC
General Manager's Office
Noakhali, Bangladesh.

Subject: Permission to visit Srilanka & Maldives for 15 days during mandatory recreation leave.

Sir,

Reference may please be made to the letter no. 1101 dated 04 August 2025 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Noakhali, the Authority has permitted you to visit Srilanka & Maldives for 15 days as mandatory recreation leave (28 August 2025 to 11 September 2025) including transit period under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. It will be treated as mandatory recreation leave.
3. Staying in abroad will not be allowed over the sanctioned period.

As per approval of the authority Mr. Mohammed Abdul Matin (36467), Deputy General Manager, Sonali Bank PLC, Principal Office, Noakhali will take over the charges of the General Manager's Office, Noakhali temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Noakhali with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Mohammed Abdul Matin (36467), Deputy General Manager, Sonali Bank PLC, Principal Office, Noakhali. He will take over the charges of the General Manager's Office, Noakhali during the sanctioned leave period of Mr. Muhammad Moniruzzaman.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager