



Sonali Bank PLC

Credible and Smart

NO. PMD/OMD/SEC-1/2816

Dated : 20 April 2025

Tauhidul Islam (G-35008)
Company Secretary
Company Affairs & Board Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

Subject : **Permission to visit U.S.A for 15 days.**

Sir,

Reference may please be made to the letter no. 293 dated 17 April 2025 of Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of Divisional recommendation, the Board of Directors of Sonali Bank PLC in their 887th meeting held on 09 April 2025 have allowed you to visit U.S.A for 15 days during mandatory recreation leave (07 May 2025 to 21 May 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. Muhd. Mustafizur Rahman (G-35191), Assistant General Manager, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka will take over the charges (as current charges besides his present duties) of the Company Affairs & Board Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka 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. Muhd. Mustafizur Rahman (G-35191), Assistant General Manager, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka, You will take over the charges (as current charges besides his present duties) of the Company Affairs & Board Division during the sanctioned leave period of Mr. Tauhidul Islam.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division

www.sonalibank.com.bd
Sonali Bank PLC
Head Office, Dhaka.

Human Resource Management Division (Sec-1), Head Office, 34-42, 44, Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529
E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639