



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4869

Dated : 16 July 2025

Mohammad Monimur Rahman (36261)
Deputy General Manager
Sonali Bank PLC
Principal Office
Feni, Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 885 dated 24 June 2025 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Noakhali, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as medical attendant 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) The Period of travelling 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.

As per approval of the Authority Mr. Md. Ali Mahmud (36791), Assistant General Manager, Principal Office, Feni will take over the charges of the Principal Office, Feni temporarily during your leave.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, 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, Sonali Bank PLC, Principal Office, Feni.
03. Mr. Md. Ali Mahmud (36791), Assistant General Manager, Sonali Bank PLC, Principal Office, Feni. He will take over the charges of the Principal Office, Feni during the sanctioned leave period of Mr. Mohammad Monimur Rahman.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. ✓ EDP Copy (To upload the letter on Bank's website).


Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.