

Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 7954

Dated : 09 October 2024

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

Subject : **Sanction of 16 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Sir,

Reference may please be made to the letter no. 705 dated 08 October 2024 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 873th meeting held on 01 October 2024 has sanctioned 16 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 November 2024 or from the date of availing with a permission to visit U.S.A. 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 traveling 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. 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,

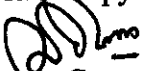
Sd/-

(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
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka