

No. HRDD/Conference/Overseas-02/2017/615

Date: February 06, 2017

MEMORANDUM

The following officials have been nominated by the competent authority to participate the programme on “Digital Customer Experience Management Summit 2017” in Singapore to be held on April 04 to 05, 2017 organized by Fleming.:

Sl No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Mas-U-Dur Rahman Index No. 27872	Assistant General Manager	Sonali Bank Limited, Information Technology Division-1, Head Office, Dhaka
02	Mrs. Jannatul Ferdous Index No. 36262	Senior Principal Officer	Sonali Bank Limited, Card Division, Head Office, Dhaka
03	Mrs. Saida Nasrin Index No. 35474	Senior Principal Officer	Sonali Bank Limited, Research, Planning and Modernization Division, Head Office, Dhaka
04	Mr. Ferdous Karim Index No. 36480	Principal Officer	Sonali Bank Limited, Card Division, Head Office, Dhaka


Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the registration fee as per prescribed rate.
- Participants' own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Singapore-Dhaka, hotel rent and pocket money in US Dollar as admissible as per circular.
- The Participants will not be paid salary or any part thereof in foreign currency for attending the conference.
- The period of visit including days of journey shall be treated as 'on duty'.
- On completion of visit the participants will return home for report to their duties at present place of posting.
- Each Participant will submit a report on attended programme to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15(Fifteen) days on completion of the visit.

The Nominees are hereby requested to attend the programme as scheduled. Brochure of the conference is enclosed herewith for perusal and necessary action.

Concerned Executive/Officers.

Enclosure: As above.


(Mohammad Ashraf Ullah)
Deputy General Manager