

No. HRDD/Conference/Overseas-11/2017/1855

Date: April 25, 2017

**MEMORANDUM**

The following officials have been nominated by the competent authority to participate an event on “THAC ADR Week: The Future of Dispute Resolution is in Your Hand” at EASTIN Grand Hotel, Bangkok, Thailand to be held on May 23-26, 2017 organized by Thailand Arbitration Center (THAC) jointly with Bangladesh International Arbitration Centre (BIAC):

Sl No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Abdul Gafur (26795)	Deputy General Manager	Common Services Division, Head Office, Dhaka
02	Mr. Nizam Uddin Bhuiyan (34605)	Assistant General Manager	General Manager’s Office, Dhaka-1, Dhaka
03	Mr. Md. Shawkat Zaman (34145)	Assistant General Manager	Human Resource Development Division, Head Office, Dhaka
04	Mr. Shahid Hossen Md. Atikur Rahman (36208)	Senior Principal Officer	Risk Management Division, Head Office, Dhaka

The nominees are required to fill up the enclosed Registration Form for onward submission to BIAC, Suvastu Tower (6<sup>th</sup> Floor), 69/1 Pantha Path, Dhaka-1205 (e-mail: [afrin.ahmed@biac.org.bd](mailto:afrin.ahmed@biac.org.bd) and [info@biac.org.bd](mailto:info@biac.org.bd)) at the earliest along with necessary documents as stated in the registration form.

**Terms and Conditions:**

- Human Resource Development Division of Sonali Bank Limited will only bear the participation fee as per prescribed rate.
- Participants’ own office will bear the 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 event.
- 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. Programme Brochure along with Registration form is enclosed herewith for kind perusal and necessary action.

Sd/-

(Mohammad Ashraf Ullah)  
Deputy General Manager

Concerned Executives/officers:

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The General Manager, Sonali Bank Limited, Common Services Division, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager’s Office, Dhaka-1, Dhaka.
- The Deputy General Manager, MD’s Secretariat/Personnel Management Division (Section-1)/ Human Resource Development Division/Common Services Division/ Risk Management Division, Sonali Bank Limited, Head Office, Dhaka.
- Mr. Muhammad A. (Rume) Ali, Chief Executive Officer, Bangladesh International Arbitration Centre (BIAC), Suvastu Tower (6<sup>th</sup> Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference to their letter No. BIAC/BIAC-THAC-ADR/2017 dated April 03, 2017.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.



Deputy General Manager