



HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
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No. HRDD/Conference/Overseas-12/2017/1908

Date: May 02, 2017

MEMORANDUM

The following officials have been nominated by the competent authority to participate the programme on "Certificate in Treasury, Dealing and Risk Management - Bangladesh" at the Hotel ISTANA, Kuala Lumpur City Center, 73 Jalan Raja Chulan, Kuala Lumpur, Malaysia to be held on May 10 to 11, 2017 organized by Financial Models Corporation, USA:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Biswanath Paul Index No. 27690	Deputy General Manager	Treasury Management Division, Head Office, Dhaka
02	Mr. Md. Nurun Nabi Index No. 34946	Assistant General Manager	Treasury Management Division, Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear only the Registration Fee as per prescribed rate.
- Participants' own office will bear the actual expenditures regarding two-way air ticket of Dhaka-Kuala Lumpur-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, Treasury Management Division as well as 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. The programme details are enclosed herewith for perusal and necessary action.

Sd/-

(Mohammad Ashraf Ullah)
Deputy General Manager

Concerned Officials:
Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The General Manager, Sonali Bank Limited, Treasury Management Division, Head Office, Dhaka.
- The Deputy General Manager, MD's Secretariat/ Personnel Management Division (Section-1) / Treasury Management Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. With a request to publish this memorandum in the website of Sonali Bank Limited.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Ms. Raimy, Support Executive, Financial Models Corporation, 1505 E.Woodfield RD, STE. 145, Schaumburg, IL 60173, USA. This has references to their e-mails dated April 17 & 26, 2017


Deputy General Manager