



Sonali Bank PLC

Credible and Smart

No. HRDD/Workshop/Overseas-04/2025/1011

Date: April 10, 2025

MEMORANDUM

We have the immense pleasure to inform that the following 03 (three) Executive/Official have been nominated by the competent authority to participate in the training program titled "ISO20022" to be held on May 06-08, 2025 (excluding travel time) at Kuala Lumpur, Malaysia organized by SWIFT with the terms and conditions:

Sl.No.	Name, Index No., Designation	Place of posting	Passport No.
01	Mohammad Badrul Hossain Beig Index No. 35360 Assistant General Mnager	Treasury Management Division-2 (Mid & Back Office), Sonali Bank PLC Head Office, Dhaka	EG0215201
02	Deluwar Hossain Index No. 38130 Senior Principal Officer	Treasury Management Division-2 (Mid & Back Office), Sonali Bank PLC Head Office, Dhaka	A03030051
03	Tareq Hasan-Bin-Younus Khan Index No. 41904 Senior Engineer (IT)	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	A11136879

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank PLC will bear the participants registration fee as per prescribed rate.
- Participant's own division of Sonali Bank PLC will have to bear the actual expenditures regarding two-way air ticket of Dhaka-Kuala Lumpur, Malaysia-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 aforesaid program.
- The period of training including days of journey will be treated as "on duty".
- After completion of training, the participants will return and join to their duties at the present place of posting in Bangladesh immediately and submit a report to the Chief Financial Officer of Sonali Bank PLC within 15 (fifteen) days.

The nominated Executive/Officials are hereby requested to attend the program as scheduled.

Sd/-

(Md. Sarwar Abedin)

Deputy General Manager

Concerned Executive/Officials:

Copy forwarded for kind information & necessary action to (Not according to seniority):

- The Deputy Managing Director-(1/2), Sonali Bank PLC, Head Office, Dhaka.
- The Chief Financial Officer/Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, Managing Director & Chief Executive Officer's Secretariat/ Human Resource Management Division/Treasury Management Division-2 (Mid & Back Office)/ Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka.
- The Immigration Officer, All Airports, Bangladesh.
- Mr. Mashrur Arefin, Chairperson, SWIFT Member & User Group of Bangladesh, BAFEDA, Eastern Housing Commercial Building, (11th Floor), 73, Kakrail, Dhaka-1000-This has references to their letter dated March 24, 2025.

Deputy General Manager

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