

No. HRDD/Training/Overseas-22/2016/5222

Date: 17 October, 2016

MEMORANDUM

As per the invitation letter of Jiangsu Inter-China Group Corporation, Jiangsu, China Mr. Swapan Kumer Roy Talukder, Deputy General Manager (Index No. 26457), Sonali Bank Limited, Local Office, Dhaka, Bangladesh has been allowed by the competent authority to visit the office and factory of Jiangsu Inter-China Group Corporation from November 16-25, 2016 organized by Jiangsu Inter-China Group Corporation.

Terms and Conditions:

- (a) The organizer will bear the cost of the programme, including travel cost of Dhaka-Jiangsu-Dhaka, fooding, lodging etc. Sonali Bank Limited will not bear any cost of the programme.
- (b) The Participant will not be paid salary or any part thereof in foreign currency for attending the programme.
- (c) The period of visit including days of journey shall be treated as 'on duty'.
- (d) On completion of visit the participant will return home for report to his duties at present place of posting.
- (e) The Participant will submit a report on the programme to the General Manager, Sonali Bank Limited, Local Office, Dhaka within 15 (Fifteen) days on completion of the visit.

Mr. Swapan Kumer Roy Talukder is hereby requested to attend the programme as scheduled.

Mr. Swapan Kumer Roy Talukder
Deputy General Manager
Sonali Bank Limited
Local Office
Dhaka
Bangladesh.

Sd/-
(Mohammad Ashraf Ullah)
Deputy General Manager

Copy forwarded for kind information & necessary action to:-

1. The Deputy Secretary, Ministry of Finance, Bank and Financial Institutions Division, Training and Discipline Branch, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. The General Manager, MD's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
3. The General Manager, Sonali Bank Limited, Local Office, Dhaka.
4. The General Manager, Jiangsu Inter-China Group Corporation, Inter-China Building No.116 Dingmaoqiao Road, Zhenjiang city, Jiangsu, China. This has a reference to their letter dated September 29, 2016.
5. The Deputy General Manager, Personnel Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


Deputy General Manager