



Sonali Bank PLC

Credible and Smart

No. HRDD/Workshop/Overseas-03/2025/976

Date: April 08, 2025

MEMORANDUM

We have the immense pleasure to inform that the following 03 (three) Executive/Officials have been nominated by the competent authority to participate in the DBC Outbound Workshop titled "Leadership Differentiates Value Creation" to be held on May 01-04, 2025 (excluding travel time) at Malaysia organized by The Institute of Cost and Management Accountants of Bangladesh (ICMAB) with the terms and conditions given below:

Sl.No.	Name, Index No., Designation	Place of posting	Passport No.
01	Subhash Chandra Das Index No. 52386 Deputy Managing Director	Sonali Bank PLC Head Office, Dhaka	E00151673
02	Md Iqbal Hossain Index No. 60135 Chief Financial Officer	Sonali Bank PLC Head Office, Dhaka	A09128558
03	Kazi Monir Hossain Index No. 40960 Senior Principal Officer	Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka	A00114565

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank PLC will bear the participants Subscription Fee as per prescribed rate, which covered accommodation and two way air ticket of Dhaka-Malaysia-Dhaka.
- Participant's own office/division of Sonali Bank PLC will have to bear the Pocket Money as admissible in US Dollar as per circular.
- The Participants will not be paid salary or any part thereof in foreign currency for attending the aforesaid workshop.
- The period of workshop including days of journey will be treated as "on duty".
- After completion of workshop, the participants will return and join to their duties at the present place of posting in Bangladesh and submit a report to the competent authority of Sonali Bank PLC immediately.

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

Sd/
(Md.Safayet Hossain Patwary)
General Manager

Concerned Executive/Officials:

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

- All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- All General Manager, Sonali Bank PLC, Head Office, Dhaka.
- The Chief Financial Officer, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, Managing Director & Chief Executive Officer's Secretariat/ Human Resource Management Division/Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka.
- The Immigration Officer, All Airports, Bangladesh.
- Mr. S M Shawon Mahmud FCMA, Chairman, DBC, The Institute of Cost and Management Accountants of Bangladesh (ICMAB), ICMA Bhaban, Nilkhet, Dhaka-1205-This has references to their letter no: 26.99.0000.029.40.006.25-12 dated March 23, 2025.
- PA to Deputy Managing Director-1, Sonali Bank PLC, Head Office, Dhaka.


General Manager

www.sonalibank.com.bd

HUMAN RESOURCE DEVELOPMENT DIVISION
Sonali Bank PLC, Head Office, Motijheel Commercial Area Dhaka-1000, Bangladesh
DGM: 02223388175 (DGM), PABX: 9550426-31, 33, 34, EXT: 2025, 3246, 3251, 3252, 3263
E-mail: dgmhrdd@sonalibank.com.bd

Hotline:
16639,
+8809610016639