



সোনালী ব্যাংক পিএলসি

Sonali Bank PLC

বিশ্বস্ত ও স্মার্ট

Credible and Smart

HUMAN RESOURCE DEVELOPMENT DIVISION

HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA

DHAKA-1000, BANGLADESH

PHONE : 02223388175 (DGM), 02223387891 (AGM)

PABX : 0257161080-88/3246

EXT : 3247, 3251, 3252

E-mail : dgmhrdd@sonalibank.com.bd



"সুবর্ণজয়ন্তীর অঙ্গীকার
সোনালী ব্যাংক হবে সবার"

No. HRDD/Training/Overseas-07/2023/2520

Date: October 29, 2023

MEMORANDUM

We have the immense pleasure to inform that the following 06 (six) Executive/Officials (second batch of respective team) have been nominated by the competent authority to participate in the training titled "Intellect Design Core (IDC)" to be held at Intellect's Headquarter in Chennai, India organized by Intellect Design Arena Limited (IDAL), Chennai, India. The officials will visit Chennai, India for 14 days excluding travel time from November 20, 2023 or the nearer date of commencement of the journey with the terms and conditions given below:

Sl. No.	Name, Index No., Designation & Passport No.	Place of posting	Job nature & Retirement Date
01	Md Munirul Islam Masud Index No. 36283 Assistant General Manager Passport No: A07534057	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 05-01-2030
02	Tareq Hasan-Bin-Younus Khan Index No. 41904 Senior Engineer (IT) Passport No: A11136879	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 15-10-2043
03	Mohammad Mizanur Rahman Index No. 41910 Senior Engineer (IT) Passport No: EA0486744	Govt. Accounts and Services Division, Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 28-02-2043
04	Mohammad Nazmul Alam Index No. 36839 Principal Officer Passport No: A07946433	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 26-01-2039
05	Nazrul Islam Index No. 46979 Programmer Passport No: B00064082	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 15-09-2051
06	Milon Kumar Ghosh Index No. 44965 Senior Officer Passport No: A07504400	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 09-08-2046

Terms and Conditions:

- All the expenses (i.e. Air fare & Hotel accommodation) will be borne by Intellect Design Arena Limited, Chennai, India.
- Participants own 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 training.
- The period of training including days of journey will be treated as "on duty".
- After completion of training, the participants will return and report to their duties at the present place of posting in Bangladesh immediately.



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- (f) After completion of the visit participants will have to submit a report on the training to the Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka within 10 (ten) days.

The nominated officials are hereby requested to attend the training as scheduled.

Sd/-

(Bithi Akter)

Deputy General Manager

Concerned Executive/Officers:

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

1. The Deputy Managing Director-1/2/5, Sonali Bank PLC, Head Office, Dhaka.
2. The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka.
3. The Principal, Sonali Bank Staff College, Sector # 8, Plot # 6, Ultra Model Town, Dhaka-1230.
4. The Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka.
5. The General Manager (HRMD), Sonali Bank PLC, Head Office, Dhaka.
6. The Deputy General Manager, CEO & Managing Director's Secretariat/Human Resource Management Division/ Govt. Accounts and Services Division, Sonali Bank PLC, Head Office, Dhaka.
7. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka. This has references to their letter no. 1080, 1200 & 1273 dated September 11, 2023, October 04, 2023 & October 17, 2023 respectively. They are also requested to upload this memorandum in the website of Sonali Bank PLC.
8. The Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
9. Mr. S M Jahangir Akhter, Chief Executive Officer, Sonali Intellect, Abedin Tower (7th Floor), 35 Kemal Ataturk Avenue, Banani C/A, Dhaka-1213, This has references to their letterNo. SIL/SB PLC/Training/2023/0415 dated October 04, 2023.

Deputy General Manager