

HUMAN RESOURCE DEVELOPMENT DIVISION

HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA

DHAKA-1000, BANGLADESH

: 02223388175 (DGM), 02223387891 (AGM) 0257161080-88/3246

: 3247, 3251, 3252

: dgmhrdd@sonalibank.com.bd

Date: October 29, 2023

সোনালী ব্যাংক হবে সবার

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

Credible and Smart

MEMORANDUM

FXT

E-mail

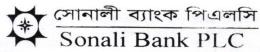
We have the immense pleasure to inform that the following 06 (six) Executive/Officials (second batch of respective team) have been nominated by the competent authority to participate in the training titled "Intellect Design Core (IDC)" to be held at Intellect's Headquarter in Chennai, India organized 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	Information Technology	Nature: Permanent
	Index No. 36283	Division (Business IT),	Retirement: 05-01-2030
	Assistant General Manager	Sonali Bank PLC,	
	Passport No: A07534057	Head Office, Dhaka	
02	Tareq Hasan-Bin-Younus Khan	Information Technology	Nature: Permanent
	Index No. 41904	Division (Business IT),	Retirement: 15-10-2043
	Senior Engineer (IT)	Sonali Bank PLC,	Length tries in
	Passport No: A11136879	Head Office, Dhaka	
03	Mohammad Mizanur Rahman	Govt. Accounts and Services	Nature: Permanent
	Index No. 41910	Division, Sonali Bank PLC,	Retirement: 28-02-2043
	Senior Engineer (IT)	Head Office, Dhaka	The same of the sa
	Passport No: EA0486744		
04	Mohammad Nazmul Alam	Information Technology	Nature: Permanent
	Index No. 36839	Division (Business IT),	Retirement: 26-01-2039
	Principal Officer	Sonali Bank PLC,	
	Passport No: A07946433	Head Office, Dhaka	2 - 1 - 2 - 2 - 2 - 3 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4
05	Nazrul Islam	Information Technology	Nature: Permanent
	Index No. 46979	Division (Business IT),	Retirement: 15-09-2051
	Programmer	Sonali Bank PLC,	
	Passport No: B00064082	Head Office, Dhaka	
06	Milon Kumar Ghosh	Information Technology	Nature: Permanent
	Index No. 44965	Division (Business IT),	Retirement: 09-08-2046
	Senior Officer	Sonali Bank PLC.	
	Passport No: A07504400	Head Office, Dhaka	

Terms and Conditions:

- (a) All the expenses (i.e. Air fare & Hotel accommodation) will be borne by Intellect Design Arena Limited, Chennai, India.
- (b) Participants own division of Sonali Bank PLC will have to bear the Pocket Money as admissible in US Dollar as per circular.
- (C) The Participants will not be paid salary or any part thereof in foreign currency for attending the aforesaid training.
- (d) The period of training including days of journey will be treated as "on duty".
- (e) 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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PLC বিশ্বস্ত ও স্মার্ট

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"সুবর্ণজয়ন্তীর অঙ্গীকার সোনালী ব্যাংক হবে সবার'

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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.

E-mail

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, Uttra 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 Mangement 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.

Deput General Manager