



# Sonali Bank PLC

*Credible and Smart*

No. HRDD/Workshop/Overseas-05/2025/2011

Date: August 28, 2025

## MEMORANDUM

We have the immense pleasure to inform that the following 03 (three) Executives/Officials have been nominated by the competent authority to participate in the DBC Outbound Leadership Development Program to be held on October 18-21, 2025 at China organized by Dhaka Branch Council, The Institute of Cost and Management Accountants of Bangladesh (ICMAB). Accordingly, they will visit China for 5 days from October 17-21, 2025 (including travel time) with the terms and conditions given below:

Sl.No.	Name, Index No., Designation	Place of posting	Passport No.
01	Md Iqbal Hossain Chief Financial Officer	Sonali Bank PLC Head Office, Dhaka	A09128558
02	Kazi Monir Hossain Index No. 40960 Senior Principal Officer	Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka	A00114565
03	Md Hafizur Rahaman Index No. 42330 Principal Officer	Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka	A08183701

### Terms and Conditions:

- Human Resource Development Division (HRDD), Sonali Bank PLC, Head Office, Dhaka will bear the participants' subscription fee as per prescribed rate of ICMAB.
- Participants' own offices/divisions 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 program.
- The period of participation in the program including days of journey will be treated as "on duty".
- After completion of program, the participants will return and join to their duties at the present place of posting in Bangladesh immediately and submit a report to the competent authority of Sonali Bank PLC within 15 (fifteen) days.

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

Sd/-

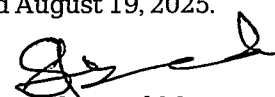
(Md. Sarwar Abedin)

Deputy General Manager

Concerned Executive/Officials:

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

- All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- The General Manager / Chief Financial Officer / Chief Audit 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)/ Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka.
- The Immigration Officer, All Airports, Bangladesh.
- Mr. S M Shawon Mahmud FCMA, Chairman, Dhaka Branch Council, The Institute of Cost and Management Accountants of Bangladesh (ICMAB), ICMA Bhaban, Nilkhet, Dhaka-1205-This has references to their letter no: 26.99.0000.029.40.006.25-56(1) dated August 19, 2025.

  
Deputy General Manager

www.sonalibank.com.bd	<p align="center"><b>HUMAN RESOURCE DEVELOPMENT DIVISION</b></p> <p align="center">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: <a href="mailto:dgmhrdd@sonalibank.com.bd">dgmhrdd@sonalibank.com.bd</a></p>	<p align="center"><b>Hotline:</b> 16639, +8809610016639</p>
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