



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



“স্বপ্নজয়ন্তীর অঙ্গীকার
সোনালী ব্যাংক হবে সবার”

No. HRDD/Training/Overseas-07/2023/2618

Date: November 09, 2023

MEMORANDUM

We have the immense pleasure to inform that the following Official who belongs to the second batch of the concerned team has 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 official 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	Mohammad Mizanur Rahman Index No. 41910 Senior Engineer (IT) Passport No: A12323148	Govt. Accounts and Services Division, Sonali Bank PLC, Head Office, Dhaka	Nature: Permanent Retirement: 28-02-2043

Terms and Conditions:

- All the expenses (i.e. Air fare & Hotel accommodation) will be borne by Intellect Design Arena Limited, Chennai, India.
- Participant’s own division of Sonali Bank PLC will have to bear the Pocket Money as admissible in US Dollar as per circular.
- The Participant 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 participant will return and report to his duties at the present place of posting in Bangladesh immediately.
- After completion of the visit the participant 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 official is hereby requested to attend the training as scheduled.

Sd/-

(Bithi Akter)

Deputy General Manager

Concerned Officer:

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

- The Deputy Managing Director-1/2/5, Sonali Bank PLC, Head Office, Dhaka.
- The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka.





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3. The Principal, Sonali Bank Staff College, Sector # 8, Plot # 6, Uttara 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 & 1375 dated September 11, 2023, October 04, 2023, October 17, 2023 & November 08, 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