সোনালী ব্যাংক পিএলসি

Sonali Bank PLC

বিশ্বস্ততায় সেরা-সেবায় স্মার্ট Credible and Smart HUMAN RESOURCE DEVELOPMENT DIVISION

HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA

DHAKA-1000, BANGLADESH PHONE : 02223388175 (DO

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

> : 3247, 3251, 3252 : dgmhrdd@sonalibank.com.bd

"সুবর্ণজয়ন্তীর অঙ্গীকার সোনালী ব্যাংক হবে সবার"

No. HRDD/Training/Overseas-06/2023/2445

উপস্থাপন করন

২. আলাগ ককন

Date: October 19, 2023

MEMORANDUM

FXT

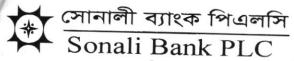
E-mail

We have the immense pleasure to inform that the following 07 Executive/Officials (first 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 leadquarter 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 October 29, 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	Retirement Date & job nature
01	Md Zahirul Islam	Information Technology	Retirement: 31-12-2030
	Index No. 34465	Division (Business IT),	Nature: Permanent
	Deputy General Manager	Sonali Bank PLC,	
	Passport No: A02790532	Head Office, Dhaka	
02	Md Ahsan Kabir	Information Technology	Retirement: 31-12-2039
	Index No. 37914	Division (Infrastructure IT),	Nature: Permanent
	Senior Programmer	Sonali Bank PLC,	
	Passport No: A07955852	Head Office, Dhaka	
03	Muhammad Zakirul Islam	Information Technology	Retirement: 31-12-2042
	Index No. 42894	Division (IT Services	Nature: Permanent
	Senior Principal Officer	Management), Sonali Bank	
	Passport No: A04346206	PLC, Head Office, Dhaka	
04	Mia Mahmud Hassan	Information Technology	Retirement: 31-12-2042
	Index No. 41574	Division (Business IT),	Nature: Permanent
	Principal Officer	Sonali Bank PLC,	
	Passport No: A11384312	Head Office, Dhaka	
05	Md Nasir Uddin Sardar	Information Technology	Retirement: 11-10-2043
	Index No. 40628	Division (Business IT),	Nature: Permanent
	Principal Officer	Sonali Bank PLC,	- e
	Passport No: A07530691	Head Office, Dhaka	
06	Mohammad Rabiul Alam	Treasury Management	Retirement: 13-05-2049
	Index No. 45018	Division-1 (Front Office),	Nature: Permanent
	Principal Officer	Sonali Bank PLC,	949
	Passport No: EB0773510	Head Office, Dhaka	
07	Debasish Kumar Pandit	Information Technology	Retirement: 30-09-2045
	Index No. 41398	Division (Business 1T),	Nature: Permanent
	Senior Officer	Sonali Bank PLC,	
	Passport No: A06858715	Head Office, Dhaka	

Terms and Conditions:

- (a) The Executive described in serial no. 1 of the above table will visit to India for 3 days and rest of the 6 officials (serial no. 2 to 7) visit to India for 14 days excluding travel time.
- (b) All the expenses (i.e. Air fare & Hotel accommodation) will be borne by Intellect Design Arena Limited, Chennai, India.
- (c) Participants own division of Sonali Bank PLC will have to bear the Pocket Money as admissible in US Dollar as per circular.



বিশ্বস্ততায় সেরা-সেবায় 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 FXT : 3247, 3251, 3252

E-mail : dgmhrdd@sonalibank.com.bd



সোনালী ব্যাংক হবে সবাব'

Pg No- 02

- (d) The Participants will not be paid salary or any part thereof in foreign currency for attending the aforesaid training.
- (e) The period of training including days of journey shall be treated as "on duty".
- (f) After completion of training, the participants will return and report to their duties at the present place of posting in Bangladesh immediately.
- (g) 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, 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/Information Technology Division (Infrastructure IT/IT Services Management)/Treasury Management Division-1 (Front Office), Sonali Bank PLC, Head Office, Dhaka.
- 7. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka. This has reference 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.

General Manager