



সোনালী ব্যাংক পিএলসি

Sonali Bank PLC

বিশ্বস্তায় সেবা-সেবায় স্মার্ট
Credible and Smart

HUMAN RESOURCE DEVELOPMENT DIVISION

HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA

DHAKA-1000, BANGLADESH

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"সুবর্ণজয়ন্তীর অঙ্গীকার"
সোনালী ব্যাংক হবে সবার

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

Date: October 19, 2023

MEMORANDUM

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 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 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 Index No. 34465 Deputy General Manager Passport No: A02790532	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Retirement: 31-12-2030 Nature: Permanent
02	Md Ahsan Kabir Index No. 37914 Senior Programmer Passport No: A07955852	Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka	Retirement: 31-12-2039 Nature: Permanent
03	Muhammad Zakirul Islam Index No. 42894 Senior Principal Officer Passport No: A04346206	Information Technology Division (IT Services Management), Sonali Bank PLC, Head Office, Dhaka	Retirement: 31-12-2042 Nature: Permanent
04	Mia Mahmud Hassan Index No. 41574 Principal Officer Passport No: A11384312	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Retirement: 31-12-2042 Nature: Permanent
05	Md Nasir Uddin Sardar Index No. 40628 Principal Officer Passport No: A07530691	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Retirement: 11-10-2043 Nature: Permanent
06	Mohammad Rabiul Alam Index No. 45018 Principal Officer Passport No: EB0773510	Treasury Management Division-1 (Front Office), Sonali Bank PLC, Head Office, Dhaka	Retirement: 13-05-2049 Nature: Permanent
07	Debasish Kumar Pandit Index No. 41398 Senior Officer Passport No: A06858715	Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka	Retirement: 30-09-2045 Nature: Permanent

Terms and Conditions:

- 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.
- 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.





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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, 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/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.

Deputy General Manager