



Sonali Bank PLC

Credible and Smart

NO. SBPLC/HO/HRMD:SEC-1/OSA-01/451

Date: 27 March, 2024

OFFICE ORDER: 01/80/2024

With reference to the decision of the Board of Directors of Sonali Bank PLC in its 858th meeting held on 13 February 2024, an Audit Team consisting of the following 03 officials has been approved to accomplish a Biennial Regular Audit on Sonali Bank PLC, Kolkata Branch and Siliguri Branch, India for a period of 10 working days (excluding travel period and holidays):

Sl. No.	Name, Index No, Designation and Place of Posting	Position in the Team
1	Mr. Md Rezwanul Islam (G-34077) Deputy General Manager Foreign Exchange Audit & Inspection Division Sonali Bank PLC, Head Office, Dhaka.	Team Leader
2	Mr. Md Rashiduzzaman Ranzu (G-35181) Assistant General Manager Foreign Exchange Audit & Inspection Division Sonali Bank PLC, Head Office, Dhaka.	Member
3	Mr. Md Majibur Rahman (G-37885) Principal Officer Audit & Inspection Division-1 (Corporate Branch & Controlling Offices) Sonali Bank PLC, Head Office, Dhaka.	Member

The Audit Team must complete their work at Kolkata Branch and Siliguri Branch of India within 07(seven) and 03(three) working days from the date of joining respectively. The team is also advised to proceed to India immediately and stay there during the audit period. On completion of the assigned audit, the officials are hereby advised to join their concerned division respectively and submit the audit report to Chief Audit Officer within 07(seven) working days. The officials of the team will get their travelling allowance as per rules.

SD/-

Concerned Officials:

(Md. Safayet Hossain Patwary)
General Manager

Copy for kind information and necessary action:

1. Company Secretary/General Manager, Company Affairs & Board Division/ Foreign Remittance Management Division, Sonali Bank PLC, Head Office, Dhaka.
2. Chief Audit Officer, Sonali Bank PLC, Head Office, Dhaka.
3. Deputy General Manager/Additional Chief Engineer, CEO & Managing Director's Secretariat/Foreign Remittance Management Division/Audit & Inspection Division-1 (Corporate Branch & Controlling Offices)/ Foreign Exchange Audit & Inspection Division/Central Accounts Division (Payment)/Establishment and Engineering Division, Sonali Bank PLC, Head Office, Dhaka.
4. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka with a request to upload the order in bank website.
5. Chief Executive Officer, Sonali Bank PLC, India Operation, Kolkata, India.
6. Manager, Sonali Bank PLC, Siliguri Branch, India.
7. Director/Immigration Officer, All Airports/All Land Ports, Bangladesh.

General Manager

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