

সোনালী ব্যাংক লিমিটেড  
 ১. উপস্থাপন করুন  
 ২. আলোচনা করুন  
 ৩. দ্রুত জবাব দিন  
 ৪. নথিভুক্ত করুন  
 ৫. প্রয়োজনীয় পদক্ষেপ গ্রহণ করুন  
 ৬. ....দিনের মধ্যে সম্পাদনা করুন

**Sonali Bank Limited**

*Shahab p.b.*

**HUMAN RESOURCE DEVELOPMENT DIVISION**  
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Date: September 01, 2019

**MEMORANDUM**

We have the immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the training course titled **Credit Portfolio Risk Management** to be held on September 23 - 26, 2019 in **Marriott London County Hall, London, UK** organized by Euromoney Learning:

| Sl.No. | Name & Index No.                             | Designation            | Place of posting  |
|--------|--|------------------------|---|
| 01     | Mr.Mohammad Motiur Rahman<br>Index No. 26559 | General Manager        | Head Office, Dhaka  |
| 02     | Mr. Md Abdul Gafur<br>Index No. 26795        | General Manager        | Head Office, Dhaka  |
| 03     | Mr. Mohammed Alauddin<br>Index No. 21568     | General Manager        | Head Office, Dhaka  |
| 04     | Mr. Golam Nabi Mallick<br>Index No. 26450    | Deputy General Manager | General Advances Division, Head Office, Dhaka             |
| 05     | Mr. Kazi Md Mofizul Islam<br>Index No. 34838 | Deputy General Manager | Industrial Project Financing Division, Head Office, Dhaka |

**Terms and Conditions:**

- (a) Human Resource Development Division of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- (b) Participant's own office will bear the actual expenditures regarding two-way air ticket of Dhaka-London-Dhaka, Hotel Rent and Pocket Money in US Dollar as admissible as per circular.
- (c) The Participant's will not be paid salary or any part thereof in foreign currency for attending the Course.
- (d) The period of visit including days of journey shall be treated as "on duty".
- (e) On completion of visit, the participant's will return home for report to their duties at present place of posting.
- (f) Each Participant will submit a report on attended course to the Deputy Managing Director, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

The nominees are hereby requested to attend the programme as scheduled.

Sd/-  
 (Md. Abnus Jahan)  
 Deputy Managing Director

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

- 1. The Deputy Managing Director- 1/3/4, Sonali Bank Limited, Head Office, Dhaka.
- 2. The General Manager, Sonali Bank Limited, Head Office, Dhaka.
- 3. The Deputy General Manager, Human Resource Mangement Division (Section-1) / General Advances Division / Industrial Project Financing Division, Sonali Bank Limited, Head Office, Dhaka.
- 4. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. With a request to publish this memorandum in the website of Sonali Bank Limited.
- 5. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- 6. Ms. Cynthia Ng, Client Account Manager, Euromoney Learning Asia, 38/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong kong. This has reference to their E-mail dated August 21 & 30, 2019. It is mentioned that Ms. Firoza Parvin, wife of Mr. Md Abdul Gafur, General Manger (serial no. 2) will accompany him during this training period and he will bear all the expenses of his wife to this visit. Please issue an invitation letter in favour of Ms Firoza Parvin with above-mentioned officials.

*[Signature]*  
 Deputy Managing Director