



No. ITD-2/ESTT/2017/১১৮

Date : 20 March, 2017

### Memorandum

Following Officials of this Bank have been nominated by the competent authority to visit the factory of Cantonk Corporation Limited, Guangzhou, China from 21 March, 2017 to 26 March, 2017 for the purposes as mentioned below.

| SL NO. | NAME & DESIGNATION                                      | PLACE OF POSTING & PASSPORT NO.                                  |
|--------|---|--|
| 01     | MOHAMMAD SHAFIUL AZAM<br>PRINCIPAL OFFICER              | INFORMATION TECHNOLOGY DIVISION-2<br>Passport No.: BM 0252678    |
| 02     | MOHAMMAD ABDUR RAKIB PERVEZ<br>PRINCIPAL OFFICER        | INFORMATION TECHNOLOGY DIVISION-2<br>Passport No.: OC 1154209    |
| 03     | GAZI GOLAM SABBIR<br>ASSISTANT ENGINEER (ARCHITECT)     | ESTABLISHMENT & ENGINEERING DIVISION<br>Passport No.: BN 0496684 |
| 04     | MUHAMMAD DELOAR HOSSAIN<br>PRINCIPAL OFFICER            | INFORMATION TECHNOLOGY DIVISION-2<br>Passport No.: BM 0255920    |
| 05     | M M ASFUQ RAJA<br>SENIOR OFFICER                        | INFORMATION TECHNOLOGY DIVISION-1<br>Passport No.: BB 0547485    |
| 06     | MOHAMMAD SIRAZUM MUNIR PAVEL<br>ASSISTANT ENGINEER (IT) | INFORMATION TECHNOLOGY DIVISION-2<br>Passport No.: BK 0944510    |

2.00 : The above nominees are hereby instructed to observe the production system at manufacturer's factory to ensure the production of CCTV System in manufacturer's own factory and to attend Training Program conducted by the manufacturer regarding operation of CCTV System as scheduled. They will leave for Guangzhou, China on 21 March, 2017 and will return back on 26 March, 2017. The days of inspection at manufacturer's factory and Training along with the days of journey will be treated as 'on duty'.

3.00 : Mentionable that, all sorts of expenditures related to the above mentioned travel program including Air fare to & from China, cost of accommodation, cost of transport to and from hotel to manufacturer's factory and Training Venue, Food (Breakfast, Lunch & Dinner) etc. will be borne by the Ezzy Automations Limited, House#214, Road#13, New DOHS, Mohakhali, Dhaka-1206, Bangladesh.

(Md. Shameemul Haque)  
General Manager  
MD. SHAMEEMUL HAQUE  
General Manager  
Sonali Bank Limited  
Head Office, Dhaka.