

No. ITD-2/ESTT/2017/518

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 PRINCIPAL OFFICER	INFORMATION TECHNOLOGY DIVISION-2 Passport No.: BM 0252678
02	MOHAMMAD ABDUR RAKIB PERVEZ PRINCIPAL OFFICER	INFORMATION TECHNOLOGY DIVISION-2 Passport No.: OC 1154209
03	GAZI GOLAM SABBIR ASSISTANT ENGINEER (ARCHITECT)	ESTABLISHMENT & ENGINEERING DIVISION Passport No.: BN 0496684
04	MUHAMMAD DELOAR HOSSAIN PRINCIPAL OFFICER	INFORMATION TECHNOLOGY DIVISION-2 Passport No.: BM 0255920
05	M M ASFUQ RAJA SENIOR OFFICER	INFORMATION TECHNOLOGY DIVISION-1 Passport No.: BB 0547485
06	MOHAMMAD SIRAZUM MUNIR PAVEL ASSISTANT ENGINEER (IT)	INFORMATION TECHNOLOGY DIVISION-2 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.

Sd/-
(Md. Shameemul Haque)
General Manager

Copy forwarded for kind information and necessary action to:

1. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, Personnel Management Division, Officer Management Department (Section-2/ Section-3), Sonali Bank Limited, Head Office, Dhaka.
3. The Deputy General Manager, Human Resource Division/ Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka.
4. The Director/Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
5. The Director, Department of Immigration & Passports, Dhaka.
6. Managing Director, Ezzy Automations Limited, House#214, Road#13, New DOHS, Mohakhali, Dhaka-1206, Bangladesh.


General Manager
MD. SHAMEEMUL HAQUE
General Manager
Sonali Bank Limited
Head Office, Dhaka.