

সোনালী ব্যাংক লিমিটেড
 ১০/৩/১৯
 ১. উপস্থাপন কক্ষ
 ২. অফিস কক্ষ
 ৩. দ্রুত কার্যক্রম
 ৪. নথিভুক্ত কক্ষ
 ৫. প্রমোদিত
 ৬. দিবেশ

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

১২৬৬
 Mr. Partha, Engol (IT)

No. HRDD/Conference/Overseas-05/2019/684

HUMAN RESOURCE DEVELOPMENT DIVISION
 HEAD OFFICE, MOTDHEEL COMMERCIAL AREA
 DHAKA-1000, BANGLADESH
 PHONE : 9550653 (DGM), 9567891 (AGM)
 FAX : 9550426-31, 33, 34 & 9552924
 EXT : 3247, 3251, 2025
 FAX : 88-02-9561410
 E-mail : dgmhrdd@sonalibank.com.bd

Date: 19 March, 2019

MEMORANDUM

We have immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the **ICC Global Conference on "Letters of Credit & Bank Guarantees" to be held on May 22-24, 2019 in Vienna, Austria** organized by International Chamber of Commerce (ICC) – Bangladesh and The World Business Organization jointly with ICC Austria.

S.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Rezaul Karim Index No. 34067	Deputy General Manager	P.O. Head, Principal Office, Banga Bondhu Avenue (Dhaka Central), Dhaka
02	Mr. Md Tangimul Islam Index No. 35760	Assistant General Manager	Incumbent, Hazrat Shahjalal International Airport Branch, Dhaka

The nominees are required to fill up the enclosed registration form for onward submission to ICC-Bangladesh at the earliest along with necessary documents as stated in the registration form.

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear only the participation fee as per prescribed rate which cover economy class air-ticket, hotel accommodation, conference registration fee, visa processing and logistics.
- Participants' own office will bear the pocket money in US Dollar as admissible as per circular.
- The Participants will not be paid salary or any part thereof in foreign currency for attending the conference.
- The period of visit including days of journey shall be treated as "on duty".
- On completion of visit the participants will return home for report to their duties at present place of posting.
- Each Participant will submit a report on attended programme to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.


The Nominees are hereby requested to attend the conference as scheduled. Brochure of the programme along with registration form is enclosed herewith for kind perusal and necessary action.

Sd/-
 (Md. Anwar Kadir Chowdhury)
 Deputy General Manager

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1 / Dhaka-2, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Principal Office, Banga Bondhu Avenue (Dhaka Central), Dhaka / Mirpur, Dhaka.
- The Assistant General Manager, Sonali Bank Limited, Hazrat Shahjalal International Airport Branch, Dhaka.
- 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.
- Mr. Ataur Rahman, Secretary General, International Chamber of Commerce, National Secretariat, Suvastu Tower (6th Floor), 69/1, Partha Path, Dhaka-1205, Bangladesh. This has reference to their letter No. SW-13/ICC-LCBG-2019 dated 04 March, 2019.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


 Deputy General Manager