

ইনকর্পোরেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
 তারিখ: ২২/৩/১৯
 ১. উপস্থাপন করুন
 ২. আলোচন করুন
 ৩. দ্রুত জবাব দিন
 ৪. সন্মত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সম্পাদন করুন
 ডেপুটি জেনারেল ম্যানেজার

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

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

No. HRDD/Conference/Overseas-06/2019/718

Date: March 24, 2019

MEMORANDUM

We have immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the seminar titled **“World Class Leadership Development Excellence 2019”** to be held on **April 17-19, 2019** in **Radisson Blu Plaza, Bangkok, Thailand** organized by **Synergy Seminars, Singapore**:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Mohammad Ali Mortuza Index No. 28641	General Manager	General Manager's Office, Dhaka-2, Dhaka
02	Mr. Mohammad Obaidur Rahman Index No. 21526	General Manager	General Manager's Office, Mymensingh
03	Mr Md. Saif Uddin Index No. 26270	General Manager	Banga Bondhu Avenue Corporate Branch, Dhaka
04	Mr. Golam Nabi Mallick Index No. 26450	Deputy General Manager	General Advances Division, Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- Participants' own office/Branch will bear the actual expenditures regarding two-way air ticket of Dhaka-Thailand-Dhaka, hotel rent and 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 seminar.
- 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 Deputy Managing Director, 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 programme as scheduled. Brochure of the programme is enclosed herewith for perusal and necessary action.

Sd/-
 (Md. Abul Hashem)
 General Manager

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The Deputy Managing Director-(2/3/4), Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka/ Mymensingh.
- The General Manager, Sonali Bank Limited, General Advances Division, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, Banga Bondhu Avenue Corporate Branch, Dhaka.
- The Deputy General Manager, MD's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1)/General Advances Division, Head Office, 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. Mustakim Panjasha, Executive Director, Synergy Seminars, 14 Robinson Road, #11-02 Far East Finance Building, Singapore 048545. This has a reference to their e-mails dated March 07, 2019.
- Amit Tiwari, Synergy Seminars, 14 Robinson Road, #11-02 Far East Finance Building, Singapore 048545. Participants Registration Form is enclosed herewith.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


 General Manager