

সোনালী ব্যাংক লিমিটেড  
 ১. উপস্থাপন করুন  
 ২. আলোচন করুন  
 ৩. প্রস্তাব জবাব দিন  
 ৪. নথিভুক্ত করুন  
 ৫. প্রয়োজনীয় সফেকল দিন  
 ৬. ...দিনের মধ্যে সম্পাদন করুন

সোনালী ব্যাংক লিমিটেড  
**Sonali Bank Limited**

*Mr. P. H. B. (S)*  
*25.03.19*

**HUMAN RESOURCE DEVELOPMENT DIVISION**  
 HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA  
 DHAKA-1000, BANGLADESH  
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No. HRDD/Conference/Overseas-07/2019/737

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 interactive sessions titled **“Internal Audit: Disruption & Innovation 2019”** to be held on April 24-26, 2019 in Istanbul, Turkey organized by verve management, Dubai, UAE:

SL No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Golam Kibria Index No. 60015	Chief Audit Officer	Head Office, Dhaka
02	Mr Mohammed Shah Jalal Ibne Mannan Index No. 36272	Senior Principal Officer	Control & Monitoring Division, Head Office, Dhaka
03	Mr. Mohammad Eunus Index No. 38042	Senior Principal Officer	Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), Head Office, Dhaka
04	Mr. Mohammad Rubel Miah Index No. 44777	Principal Officer	Audit & Inspection Division-2 (Other than Corporate Branch), 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 will bear the actual expenditures regarding two-way air ticket of Dhaka-Turkey-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 sessions.
- 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-4, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, MD's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- The Chief Audit Officer, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1/2)/Control & Monitoring Division/Audit & Inspection Division-1 (Corporate Branch & Controlling Offices)/Audit & Inspection Division-2 (Other than Corporate Branch), 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. Obed Khan, Business Development Director- APAC, 2501, HDS Tower, Cluster F, Jumeirah Lakes Towers, Dubai, UAE. This has a reference to their e-mails dated March 12, 2019, March 10, 2019 & January 28, 2019.
- Vishwaraj Khona, 2501, HDS Tower, Cluster F, Jumeirah Lakes Towers, Dubai, UAE. Participants Registration Form is enclosed herewith.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

  
 General Manager