

সোনালী ব্যাংক লিমিটেড
 ১. উপস্থাপন করুন
 ২. অঙ্গণ করুন
 ৩. দ্রুত প্রবেশ দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পত্রাদি দিন
 ৬. বিদ্যমান নথি/কর্মসূচী/Overseas-04/2019/763

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Mr. Faruk
 Engg (IT)
 31/03

HUMAN RESOURCE DEVELOPMENT DIVISION
 HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
 DHAKA-1000, BANGLADESH
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 PABX : 9550426-31, 33, 34 & 9552924
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Date: March 28, 2019

MEMORANDUM

We have the immense pleasure to inform that the following officials have been nominated by the competent authority to participate in the meeting on **ICC Banking Commission Annual Meeting** to be held on April 10-11, 2019 in **China World Summit Wing, Beijing, China** organized by International Chamber of Commerce (ICC) – Bangladesh in collaboration with China Chamber of International Commerce (CCOIC) and ICC China:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Nurul Islam Index No. 26297	General Manager	Head Office, Dhaka
02	Mr. Md Abdul Gafur Index No. 26795	General Manager	Head Office, Dhaka
03	Mr. Sk Ishmail Hossain Index No. 27666	General Manager	Head Office, Dhaka
04	Mr. Md Shafiqul Islam Index No. 34961	Deputy General Manager	CEO & Managing Director's Secretariat, Head Office, Dhaka

The nominees are required to fill up the enclosed registration form and submit it along with necessary documents as stated in the registration form directly to ICC-Bangladesh at the earliest.

Terms and Conditions:

- (a) Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- (b) Participants' own office will bear the hotel rent, pocket money in US Dollar as admissible as per circular.
- (c) The Participants will not be paid salary or any part thereof in foreign currency for attending the workshop.
- (d) The period of visit including days of journey shall be treated as "on duty".
- (e) On completion of visit the participants will return home for report to their duties at present place of posting.
- (f) The Participants will submit a report on attended conference to the CEO & Managing Director within 15 (Fifteen) days on completion of the visit.

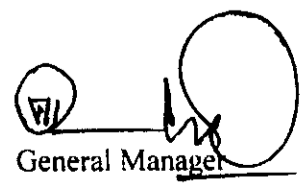
The nominees are, hereby, requested to attend the conference as scheduled. The Brochure and Registration Form are enclosed herewith for kind perusal and necessary action.

Sd/-
 (Md. Abul Hashem)
 General Manager

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- 1. The Deputy Managing Director-2/3/4, Sonali Bank Limited, Head Office, Dhaka.
- 2. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- 3. The Deputy General Manager, Human Resource Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
- 4. 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.
- 5. Mr. Aatur Rahman, Secretary General, International Chamber of Commerce-Bangladesh, Suvastu Tower (6th Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference to their letter dated March 13, 2019.
- 6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


 General Manager