



Mr. Aziz

No. HRDD/Conference/Overseas-02/2017/615

Date: February 06, 2017

MEMORANDUM

The following officials have been nominated by the competent authority to participate the programme on “Digital Customer Experience Management Summit 2017” in Singapore to be held on April 04 to 05, 2017 organized by Fleming :

| Sl.No. | Name & Index No. | Designation | Place of posting |
|--------|--|---------------------------|--|
| 01 | Mr. Md Mas-U-Dur Rahman Index No. 27872 | Assistant General Manager | Sonali Bank Limited, Information Technology Division-1, Head Office, Dhaka |
| 02 | Mrs. Jannatul Ferdous Index No. 36262 | Senior Principal Officer | Sonali Bank Limited, Card Division, Head Office, Dhaka |
| 03 | Mrs. Saida Nasrin Index No. 35474 | Senior Principal Officer | Sonali Bank Limited, Research, Planning and Modernization Division, Head Office, Dhaka |
| 04 | Mr. Ferdous Karim Index No. 36480 | Principal Officer | Sonali Bank Limited, Card 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 will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Singapore-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 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 programme as scheduled. Brochure of the conference is enclosed herewith for perusal and necessary action.

Sd/-

(Mohammad Ashraf Ullah)
Deputy General Manager

Concerned Executive/Officers.

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The Deputy Secretary, Ministry of Finance, Bank and Financial Institutions Division, Training and Discipline Branch, Government of the People’s Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- The Deputy General Manager, MD’s Secretariat/Personnel Management Division (Section-1/2)/Information Technology Division-1/Card Division/Research, Planning and Modernization Division, Sonali Bank Limited, Head Office, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Ms. Sophia Rahman, Project Manager, Fleming., 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia. This has a reference to their e-mails dated January 16 & 17, 2017.

727

সোনালী ব্যাংক লিমিটেড
মোটাজ মন্ডল/মিঃ মোস্তাফিজ/মিঃ মিজান/মিঃ ইকবাল/মিঃ রফিক
তারিখ: 06.02.17
এসি: ১১-১/১/১, এসএসএ
১. উপস্থাপন করুন
২. প্রাপ্ত পত্র সংগ্রহ
৩. প্রাপ্ত পত্রের দিন
৪. প্রাপ্ত পত্র সংগ্রহ
৫. প্রয়োজনীয় পত্র সংগ্রহ
৬. প্রাপ্ত পত্রের মধ্যে সন্নিবেশ করুন

Mr. Regatul Karim SPO
Mr. Iftekhar PO

M. Ashraf Ullah
Deputy General Manager