

No. HRDD/Training/Overseas-25/2019/1967

Date: August 01, 2019

MEMORANDUM

We have the immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the training program titled **Certified Data Center Professional (CDCP)** to be held on August 23 - 26, 2019 in **Kuala Lumpur, Malaysia** organized by JNS Smartnet Limited:

| Sl.No. | Name & Index No. | Designation | Place of posting |
|--------|---|------------------------------------|--|
| 01 | Mr. Md Mas-u-Dur Rahman Index No. 27872 | Deputy General Manager | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 02 | Mr. Mohammad Delower Hossain Index No. 34298 | Chief Engineer | Establishment & Engineering Division, Head Office, Dhaka |
| 03 | Mr. Mohammad Rashedul Islam Index No. 37322 | Senior Principal Officer | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 04 | Mr. Md Tarikul Islam Index No. 43629 | Engineer (IT) | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 05 | Mr. A K M Shoriful Islam Index No. 41913 | Engineer (IT) | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 06 | Mr. Syed Shoeb Choudhury Index No. 42237 | Engineer (IT) | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 07 | Mr. Md Azimul Haque Khan Index No. 38449 | Principal Officer | Information Technology Division (Infrastructure IT), Head Office, Dhaka |
| 08 | Mr. Mohammad Jafar Iqbal Index No. 40989 | Assistant Engineer (Electrical) | Establishment & Engineering Division, Head Office, Dhaka |
| 09 | Mr. Shihab Raihan Index No. 41337 | Senior Officer | Information Technology Division (Infrastructure IT), Head Office, Dhaka |

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear the Registration Fee as per prescribed rate which cover All fees related to training and exam; Training venue at Malaysia (Kuala Lumpur) (private class); Examination Voucher (One Time); EPI Course Materials; EPI Certified Instructor; Food (Breakfast, Snacks); Flight Fare (DHK-KL_DHK); Malaysia Visa Fees; 5 (Five) nights stay in 3-star standard hotel at Kuala Lumpur for 09 persons (Single/Twin Share); Local Conveyance (Airport-Hotel-Airport).
- 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 Course.
- 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 course to the Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited as well as General Manager, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

The nominees are hereby requested to attend the programme as scheduled.

Sd/-
(Md. Sirajul Islam)
Deputy General Manager

Copy forwarded for kind information & necessary action to(Not according to seniority):

- The Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-1/2/3) / Information Technology Division (Infrastructure IT) / Establishment & Engineering Division, Sonali Bank Limited, 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.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Mr. A.K.M. Ashraf, Senior Key Account Manager, JNS Smartnet Limited, Navana Chateau De Husains, Apt B2, House 71, Road 27, Gulshan, Dhaka 1212, Bangladesh. This has reference to their letter No: JNS/ECA/EPI/CDCP/CORP/SonaliBank/07.07.2019_083.REV1/ASH dated July 07, 2019.

Deputy General Manager