



No. HRDD/Conference/Overseas-06/2019/914

Date: April 11, 2019

MEMORANDUM

We have the immense pleasure to inform that Mr. Sujan Kumar Poddar (Index No. 38028), Principal Officer, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka has 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 in the following terms and conditions:

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- Participant own office 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 Participant 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 his duties at present place of posting.
- Participant will submit a report on attended programme to the Deputy General Manager, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

The Nominee is hereby requested to attend the programme as scheduled. Brochure of the programme is enclosed herewith for perusal and necessary action.

Mr. Sujan Kumar Poddar
Principal Officer
Human Resource Development Division
Sonali Bank Limited
Head Office
Dhaka.

সমন্বিত টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১১/০৪/২০১৯
ক্রমিক: ১/২৬, ১৯১০/নি. সোমোহা/পি. ইঞ্জি (সাইট) ১৯২৪.
১. উপস্থাপন করুন
২. আলোচনা করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ...দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr. Fartho, Eng (IT) Sd/-

(Md. Sirajul Islam)
Deputy General Manager

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-2), 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. Golam Nabi Mallick, Deputy General Manager, General Advances Division, Sonali Bank Limited, Head Office, Dhaka. Your Nomination has been Cancelled by the competent authority.
- Mr. Mustakim Panjsha, 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. Rest of All features of our Memorandum No. HRDD/Conference/Overseas-06/2019/718 dated March 24, 2019 will remain unchanged.
- Amit Tiwari, Synergy Seminars, 14 Robinson Road, #11-02 Far East Finance Building, Singapore 048545. Participants Registration Form is enclosed herewith. Rest of All features of our Memorandum No. HRDD/Conference/Overseas-06/2019/718 dated March 24, 2019 will remain unchanged.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Mxced
Deputy General Manager