

No. HRDD/Summit/Overseas-13/2017/1916

Date: May 03, 2017

MEMORANDUM

The following Officials have been nominated by the competent authority to participate the programme on "Visa Asia Pacific Security Summit 2017" at the Grand Hyatt Seoul, Seoul, South Korea to be held on May 23 to 25, 2017 organized by Visa:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Sayedur Rahman Index No. 27931	Deputy General Manager	Card Division, Head Office, Dhaka
02	Mr. Mohammad Mizanur Rahman Khan Index No. 35344	Senior Principal Officer	Kurmitola Branch, Dhaka

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear only the Registration Fee as per prescribed rate.
- Participants' own office will bear the actual expenditures regarding two-way air ticket of Dhaka-Seoul-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.

Concerned Officials:

Sd/-
(Mohammad Ashraf Ullah)
Deputy General Manager

Copy forwarded for kind information & necessary action to:-

- The General Manager, Sonali Bank Limited, Card Division, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
- The Deputy General Manager, MD's Secretariat/ Personnel Management Division (Section-1)/ Card Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. With a request to publish this memorandum in the website of Sonali Bank Limited.
- The Deputy General Manager, Sonali Bank Limited, Principal Office, Banga Bondhu Avenue, Dhaka.
- Manager, Sonali Bank Limited, Kurmitola Branch, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Mr. Lakshmi Ramakrishnan, Director-Risk Services, India & South Asia, Visa, The Capital, C-70, G-Block, A-1702, Bandra Kurla Complex, Bandra (E), Mumbai-400051, India. This has a reference to their e-mail dated March 27, 2017. Our Management has approved the nomination considering the 'Earlybird rate'.

Mr. Partha
4.4.17

<input type="checkbox"/>	১. প্রকৃত জনাব দিন
<input type="checkbox"/>	২. প্রকৃত জন্ম তারিখ
<input type="checkbox"/>	৩. প্রকৃত পিতামহের নাম
<input type="checkbox"/>	৪. প্রকৃত পিতামহের পদব
<input type="checkbox"/>	৫. প্রকৃত পিতামহের পদবের নিম্ন
<input type="checkbox"/>	৬. প্রকৃত পিতামহের পদবের নিম্ন
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<input type="checkbox"/>	৯. প্রকৃত পিতামহের পদবের নিম্ন
<input type="checkbox"/>	১০. প্রকৃত পিতামহের পদবের নিম্ন

(Signature)
Deputy General Manager