

No. HRDD/Training/Overseas-15/2017/2086

Date: May 15, 2017

MEMORANDUM

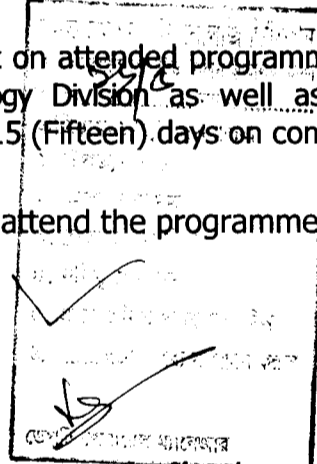
The following officials have been nominated by the Competent Authority to participate the Study Tour on "Access to information (a2i) Programme" in Delhi, India to be held on May 24 to 26, 2017 or in suitable time organized by Access to Information (a2i) Programme, Prime Minister's Office, Dhaka:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Zahirul Islam Index No. 34465	Senior Programmer	Information Technology Division-2, Head Office, Dhaka
02	Mr. Md. Mobin Uddin Index No. 37916	Programmer	Information Technology Division-1, Head Office, Dhaka
03	Mr. Md. Mahmudul Hasan Index No. 41496	Principal Officer	Information Technology Division-1, Head Office, Dhaka

Terms and Conditions:

- Participants' own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Delhi-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 programme.
- 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, Information Technology Division as well as 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.



Sd/-
(Mohammad Ashraf Ullah)
Deputy General Manager

Concerned Officials:

Copy forwarded for kind information & necessary action to:-

- The Director General (Admin), Prime Minister's Office & Project Director of a2i, Access to Information (a2i) Programme, Prime Minister's Office, Old Sangsad Bhaban, Tejgaon, Dhaka-1215. This has a reference to their letter no. 03.05.0000.050.00.000.2017/1250 dated 04 May, 2017.
- The General Manager, Sonali Bank Limited, Information Technology Division, Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, MD's Secretariat/ Personnel Management Division (Section-1/2), Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Information Technology Division-1, Head Office, Dhaka. This has a reference to their letter no. 1347 dated 08 May, 2017.
- 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 Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


Deputy General Manager