

১. উপস্থাপন করুন
২. আলাপ করুন
৩. ফ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় স্বাক্ষর করুন
৬.দিনের মধ্যে সম্পাদন করুন

৩ ১১০

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Mr Partho, Eng

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Date: August 05, 2019

MEMORANDUM

We have the pleasure to inform that Mr. Md Omar Faruque Bhuiyan (Index No. 35147), Assistant General Manager, Treasury Management Division-1 (Front Office), Sonali Bank Limited, Head Office, Dhaka has been nominated by the competent authority to participate in the course titled **Asset-Liability Management in Banks and Financial Institutions** to be held on September 23, 2019 – October 05, 2019 at National Institute of Bank Management, Pune, India organized by Indian Technical & Economic Cooperation Programme, Ministry of External Affairs, Government of India with the following terms and conditions:

Terms and Conditions:


- Indian Technical & Economic Cooperation Programme, Ministry of External Affairs, Government of India will bear all expenses of the participant's while at the course.
- Participant's own office will bear the 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 program.
- The period of visit including days of journey shall be treated as "on duty".
- On completion of visit, the participant's will have to return home for report to their duties at present place of posting.
- The Participant will submit a report on attended course to the Chief Financial Officer, Sonali Bank Limited, Head Office, Dhaka as well as General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the course.

Mr. Md Omar Faruque Bhuiyan
Assistant General Manager
Treasury Management Division-1 (Front Office)
Sonali Bank Limited
Head Office
Dhaka.

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

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

- Mr. Md. Sayed Kutub, Deputy Secretary, Financial Institution Division, Ministry of Finance, Government of the People's Republic of Bangladesh. This has a reference to their Letter No. 53.00.0000.231.25.021.19-641 dated July 30, 2019.
- The Chief Financial Officer, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-1) / Treasury Management Division-1 (Front Office), 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.
- Mr. Md. Aatur Rahman, Assistant Chief, Economic Relations Division, Ministry of Finance, Government of the People's Republic of Bangladesh. This has a reference to their Letter No. 09.00.0000.188.25.003.19-242 dated July 08, 2019.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


Deputy General Manager