

১. উপস্থাপন করা
২. আদেশ নং No. HRDD/Program/Overseas-11/2019/1374
৩. প্রাপ্ত তারিখ
৪. প্রাপ্ত স্থান
৫. প্রাপ্ত সময়
৬. প্রাপ্ত বিষয়

২৫১৫
Parjo

Date: June 13, 2019

MEMORANDUM

We have immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the program titled **"Product Orientation Program"** to be held on June 26-30, 2019 in Chennai, India organized by Intellect Design Arena Limited (Parent company of Sonali Intellect):

Sl.. No.	Name & Index No.	Designation	Place of posting
01	Mr. Quamruzzaman Chowdhury Index No. 26144	Deputy Managing Director	Head Office, Dhaka
02	Mr. Md Rafiqul Islam Index No. 35245	Deputy General Manager	Information Technology Division (Business IT), Head Office, Dhaka
03	Mr. Md Mamunur Rashid Bhuian Index No. 36516	Assistant General Manager	Information Technology Division (Infrastructure IT), Head Office, Dhaka
04	Mr. Sahidul Islam Index No. 42479	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
05	Mr. Md Maniruzzaman Index No. 37548	Principal Officer	Card Division, Head Office, Dhaka

Terms and Conditions:

- (a) Sonali Intellect will bear the participants' expenses while at the programme.
- (b) Participants' own office will bear the pocket money in US Dollar as admissible as per circular.
- (c) The Participants will not be paid salary or any part thereof in foreign currency for attending the Programme.
- (d) The period of visit including days of journey shall be treated as "on duty".
- (e) On completion of visit the participants will return home for report to their duties at present place of posting.
- (f) Each Participant will submit a report on attended programme to the competent authority within 15 (Fifteen) days on completion of the programme.

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

Sd/-
(A.K.M.Sajedur Rahman Khan)
Deputy Managing Director

Copy forwarded for kind information & necessary action to:

- 1. The Deputy Managing Director-1/3/4, Sonali Bank Limited, Head Office, Dhaka.
- 2. Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka.
- 3. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- 4. The Deputy General Manager, Human Resource Mangement Division (Section-1/2) / Information Technology Division (Business IT) / Information Technology Division (Infrastructure IT) / Card Division, Sonali Bank Limited, Head Office, Dhaka.
- 5. 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.
- 6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- 7. Mr. Dhandapani.S, Sr. Manager – Travel, Intellect Design Arena Limited, Registered Office: 244 Anna Salai, Chennai – 600006, India.
- 8. Mr. Sarath Kumar, Chief Executive Officer (A Sonali Intellect Joint Venture), Sonali Intellect Limited, Level 7, Abedin Tower, 35, Kemal Ataturk Avenue, Banani C/A, Dhaka-1213, Bangladesh. This has reference to their e-mails dated May 09, 2019 & Letter dated June 13, 2019.

Deputy Managing Director