

১. উপস্থাপন করণ
২. আলাপ করণ
৩. প্রদত্ত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করণ

M. Partho, Emg (IT)

No. HRDD/Conference/Overseas-13/2019/1432

Date: June 20, 2019

MEMORANDUM

We have the immense pleasure to inform that Mr. Mohammad Nazimuddowlah (Index No. 41919), Principal Officer, Sonali Bank Limited, Lalmatia Branch, Dhaka has been nominated by the competent authority to participate in the programme titled “9th Social Business Day Program” to be held on June 28 - 29, 2019 in Centara Grand and Bangkok Convention Center at Central World, Thailand organized by Dhaka School of Economics:

Terms and Conditions:

- (a) Dhaka School of Economics will bear the participant’s expenses while at the programme.
- (b) Participant’s own office will bear pocket money in US Dollar as admissible as per circular.
- (c) The Participant will not be paid salary or any part thereof in foreign currency for attending the seminar.
- (d) The period of visit including days of journey shall be treated as “on duty”.
- (e) On completion of visit, the participant will return home for report to his duties at present place of posting.
- (f) 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.

Mr. Mohammad Nazimuddowlah
Principal Officer
Sonali Bank Limited
Lalmatia Branch
Dhaka.

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

Copy forwarded for kind information & necessary action to:-

1. The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-2), Head Office, Dhaka.
2. 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.
3. Professor Dr. Muhammad Mahboob Ali, Coordinator, PGDED and ME (Entrepreneurship Economics), Dhaka School of Economics (Constituent Institution of the University of Dhaka), Bangladesh Economic Association Bhaban, 4/C Eskaton Garden Road, Dhaka-1000, Bangladesh. This has a reference to their later dated June 11, 2019.
4. Assistant General Manager, Sonali Bank Limited, Lalmatia Branch, Dhaka.
5. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

(Signature)
Deputy General Manager