

ইনফরমেশন টেকনোলজি। প্রচলন/বিস্তারিত অধীনে।  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ০১/০৭/১৯  
০১/০৭/১৯  
১. উপস্থাপন করেন  
২. আলাপ করেন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করেন  
৫. প্রয়োজনীয় পদক্ষেপ গ্রহণ  
৬. নিম্নের মধ্যে সম্পাদনা করেন

6089  
সোনালী ব্যাংক লিমিটেড  
Sonali Bank Limited  
Mr Pantho. Eng (IT)  
No. HRDD/Seminar/Overseas-18/2019/1556

**HUMAN RESOURCE DEVELOPMENT DIVISION**  
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA  
DHAKA-1000, BANGLADESH  
PHONE : 9550653 (DGM), 9567891 (AGM)  
PABX : 9550426-31, 33, 34 & 9552924  
EXT : 3247, 3251, 2025  
FAX : 88-02-9561410  
E-mail : dgmhrdd@sonalibank.com.bd

Date: July 01, 2019

**MEMORANDUM**

We have the immense pleasure to inform that Mr. Md Aminur Rahaman Khan (Index No. 34515), Assistant General Manager (Incumbent), Sonali Bank Limited, Tangail Branch, Tangail has been nominated by the competent authority to participate titled **Seminar on Bank and Monetary Management for Bangladesh** to be held on July 19 – August 07, 2019 at Shanghai, China organized by Shanghai Business School, China.

**Terms and Conditions:**

- (a) The Chinese Authority will bear the expenses related with the seminar, which cover Round trip flight tickets, Boarding and lodging during the seminar, Local transportation in China, Accidental insurance during stay in china, certain amount of allowance for participants.
- (b) Participants own office will bear the pocket money in US Dollar as admissible as per circular.
- (c) The period of seminar shall be treated as 'on duty'.
- (d) On completion of seminar, the participant will report his duties at the present place of posting.
- (e) The Participant will submit a report on attended seminar to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka as well as CEO & Managing Director within 15 (Fifteen) days on completion of the training program.

Mr. Md Aminur Rahaman Khan  
Assistant General Manager (Incumbent)  
Sonali Bank Limited  
Tangail Branch  
Tangail.

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

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

1. Mrs. Mst. Zohra Khatoon, Deputy Secretary, Training, Department of Financial Institution, Ministry of Finance, Government of the People's Republic of Bangladesh. This has a reference to their Letter No. 53.00.0000.231.25.021.19-531 dated June 27, 2019.
2. The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
3. The Deputy General Manager, Human Resource Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
4. 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.
5. The Deputy General Manager, Sonali Bank Limited, Principal Office, Tangail.
6. Mr. Md. Ataur Rahman, Assistant Chief, F & F-1 (Shere Bangla Nagar, Dhaka-1207), Economic Relations Division, Department of Financial Institution, Government of the People's Republic of Bangladesh.
7. The Assistant General Manager (Incumbent), Sonali Bank Limited, Tangail Branch, Tangail. As per approval of the authority 2<sup>nd</sup> official will take over the charges (as additional Charges of his present duties) temporarily during above mentioned period.
8. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

*Md Sirajul Islam*  
Deputy General Manager