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সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
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Date: July 01, 2019

MEMORANDUM

We have the immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the training course titled **Power Systems for AIX II: AIX Implementation and Administration (AN12G)** to be held on July 29 - August 02, 2019 in **TRAINOCATE (M) SDN BHD Co. Reg. No. 386095-H, Unit 10.02, Level 10, Mercu 2, No. 3, Jalan Bangsar, KL Eco City, Bangsar, Kuala Lumpur 59200, Malaysia** organized by **Thakral Information Systems Private Limited, 11th Floor (East), BDBL (Former-BSRS) Bhaban, 12 Kawran Bazar, Dhaka-1215, Bangladesh:**

Sl. No.	Name & Index No.	Designation	Place of posting
01	Mr. Sajjad UL Imam Index No. 37168	Principal Officer	Information Technology Division (Infrastructure IT), Head Office, Dhaka
02	Mr. Mamun AL Mazid Index No. 37899	Principal Officer	Information Technology Division (Infrastructure IT), Head Office, Dhaka
03	Mr. Md Atikur Rahman Index No. 38143	Programmer	Information Technology Division (Infrastructure IT), Head Office, Dhaka
04	Mr. Sujit Kumar Sarker Index No. 41912	Engineer (IT)	Information Technology Division (Infrastructure IT), Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- Participants own office will bear the actual expenditures regarding two-way air ticket of Dhaka-Malaysia-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 Course.
- 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 course to the Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited as well as General Manager, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

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

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

Copy forwarded for kind information & necessary action to:

- The Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-2), Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head office, Dhaka. This has reference to their letter no. 492 & 243 dated May 28, 2019 & March 13, 2019 respectively.
- 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.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Mr. Md. Azharul Haque, Assistant Manager, IBM Systems, Thakral Information Systems Private Limited, 11th Floor (East), BDBL (Former-BSRS) Bhaban, 12 Kawran Bazar, Dhaka-1215, Bangladesh. This has reference to their document dated May 21, 2019 & March 11, 2019.

Deputy General Manager