ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ...
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

6920
Mr Rantho. Eng (IT)

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

No. HRDD/Training/Overseas-10/2019/2019 Date: August 7, 2019

MEMORANDUM

We have the immense pleasure to inform that the following official has been nominated by the competent authority to participate in the training course on **Company Secretary** to be held on August 13, 2019 in **Board Room of Sonali Bank (UK) Ltd at 29-33 Osborn St London E1 6TD** organized by Hansuke, London, United Kingdom:

Sl. No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Hasanul Banna Index No. 26689	General Manager & Company Secretary	Head Office, Dhaka

Terms and Conditions:

(a) Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
(b) Participant's own office will bear the actual expenditures regarding two-way air ticket of Dhaka-London-Dhaka, hotel rent and 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 training course.
(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) After attending the training course, participant will submit a report on the training to the CEO & Managing Director within 15 (Fifteen) days on completion of the visit.

The nominee is hereby, requested to attend the training course as scheduled.

Sd/-
(Md. Abul Hashem)
General Manager

Enclosure: As above.
Copy forwarded for kind information & necessary action to:-

1. The Deputy Managing Director-1/2/3/4, Sonali Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
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. Mr. M. Sarwar Hossain, Chief Executive Officer, Sonali Bank (UK) Ltd., 29-33 Osborn Street London E1 6TD, United Kingdom. This has a reference to their E-mail dated June 10, 2019 & June 3, 2019.
6. Ali Kazimi, Managing Director, Hansuke Consulting Limited, Phoenix House, 18 King William Street, London, EC4N 7BP, United Kingdom.
7. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

General Manager