সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
PHONE : 9550653 (DGM), 9567891 (AGM)
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১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় ব্যবস্থা নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

No. HRDD/Conference/Overseas-07/2018/1647

Date: July 22, 2018

MEMORANDUM

We have the immense pleasure to inform that the following officials have been nominated by the authority to participate in the "Global Risk Leadership Conference (GRLC) - Asia Pacific" to be held on July 30 to August 02, 2018 in Bali, Indonesia jointly organized by bKash and MasterCard with the following terms and conditions:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Abdul Barek Chowdhury Index No. 34167	Assistant General Manager (Incumbent)	Sonali Bank Limited, Rangpur Corporate Branch, Rangpur.
02	Mr. Md. Zahirul Islam Index No. 34465	Assistant General Manager	Sonali Bank Limited, Regional Office, Sunamganj.

Terms and Conditions:

(a) bKash Limited will bear the participants' Travel and Residency for the period of the Conference.
(b) Participants' own office will bear the pocket money as admissible in US Dollar as per circular.
(c) The Participants will not be paid salary or any part thereof in foreign currency for attending the Conference.
(d) The period of visit including days of journey shall be treated as "on duty".
(e) On completion of visit the participants will have to return home for report to their duties at present place of posting.
(f) The Participants will submit a report on attended program to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

Sd/-
(Sk. Ishmail Hossain)
Deputy General Manager

Copy forwarded for kind information & necessary action to:-

1. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur/Sylhet.
2. The Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur.
3. The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1), 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. Mizanur Rashid, Chief Commercial Officer, bKash Limited, Shadhinata Tower, 1, Bir Sreshtha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206. This has a reference to their letter dated 11 July, 2018.
6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
7. The Assistant General Manager, Sonali Bank Limited, Regional Office, Sunamganj.
8. The Assistant General Manager, Sonali Bank Limited, Rangpur Corporate Branch, Rangpur.

Deputy General Manager