

No. HRDD/Conference/Overseas-08/2018/1702

Date: July 26, 2018

MEMORANDUM

We have the immense pleasure to inform that the following officials have been nominated by the authority to participate in the "4th Annual Product Development Excellence in Banking MENA Summit" to be held on September 25 - 26, 2018 in Dubai, United Arab Emirates (U.A.E.) organized by ALLAN LLOYDS Group with the terms and conditions given below:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Nijam Uddin Ahmad Chowdhury Index No. 26296	General Manager	Sonali Bank Limited, Local Office, Dhaka
02	Mr. Md Nurul Islam Index No. 26297	General Manager	Sonali Bank Limited, Head Office, Dhaka
03	Mr. S M Golam Mostafa Index No. 26662	Deputy General Manager	Sonali Bank Limited, Loan Recovery Division, Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division, Head Office, Dhaka will bear the Conference Fee as per prescribed rate.
- Participants' own office will bear the actual expenditures regarding two-way air ticket of Dhaka-Dubai-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 Conference.
- The period of visit including days of journey shall be treated as "on duty".
- On completion of visit the participants will have to return home for report to their duties at present place of posting.
- The Participants will submit a report on attended conference to the Deputy Managing Director, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

ইনফরমেশন টেকনোলজি ডিভিশন (বিসনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৬.০৭.১৮
এজিএন-১/২/১০, এনপিও/সি. সোমসাহা/সি. ইটিআই/সি.সি

উপস্থাপন করুন
নিঃসৃত করুন
নথীভুক্ত করুন
প্রয়োজনীয় পদক্ষেপ নিন

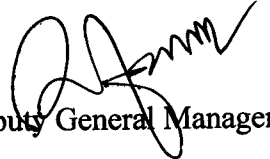
২৬/৭/১৮
২২৯১

সি. মাসুম

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

Copy forwarded for kind information & necessary action to:-

- The Deputy Managing Director-1/2/3/4, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, Business Development Division, Head Office, Dhaka. This has references to their letters no. 13 and 14 dated July 25, 2018.
- The General Manager, Sonali Bank Limited, Loan Recovery Division, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, Local Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1)/ Loan Recovery Division/ Business Development Division, Head Office, Dhaka.
- 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. Prashant Singh, Conference Executive, ALLAN LLOYDS Group, Trnavska cesta 82, Bratislava 821 02, Slovakia. This has references to their e-mails dated July 23 & 24, 2018. This is for his kind information that Conference Fee will be paid on getting U.A.E. visa of the aforesaid participants.


Deputy General Manager