

১. উপস্থাপন করা  
২. অনুমোদন করা  
৩. প্রেরণ করা  
৪. নথি রাখা  
৫. প্রত্যাহার করা  
৬. প্রিন্ট করা

সোনালী ব্যাংক লিমিটেড  
Sonali Bank Limited  
Mr. Partho. Eng  
No. HRDD/Training/Overseas-25/2019/2230

**HUMAN RESOURCE DEVELOPMENT DIVISION**  
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA  
DHAKA-1000, BANGLADESH  
PHONE : 9550653 (DGM), 9567891 (AGM)  
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Date: September 09, 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 **Certified Data Center Professional (CDCP)** to be held on October 10 - 13, 2019 in **Kuala Lumpur, Malaysia** organized by JNS Smartnet Limited:

SL.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Mas-u-Dur Rahman Index No. 27872	Deputy General Manager	Information Technology Division (Infrastructure IT), Head Office, Dhaka
02	Mr. Mohammad Delower Hossain Index No. 34298	Chief Engineer	Establishment & Engineering Division, Head Office, Dhaka
03	Mr. Mohammad Rashedul Islam Index No. 37322	Senior Principal Officer	Information Technology Division (Infrastructure IT), Head Office, Dhaka
04	Mr. Md Tarikul Islam Index No. 43629	Engineer (IT)	Information Technology Division (Infrastructure IT), Head Office, Dhaka
05	Mr. A K M Shoriful Islam Index No. 41913	Engineer (IT)	Information Technology Division (Infrastructure IT), Head Office, Dhaka
06	Mr. Syed Shoeb Choudhury Index No. 42237	Engineer (IT)	Information Technology Division (Infrastructure IT), Head Office, Dhaka
07	Mr. Md Azimul Haque Khan Index No. 38449	Principal Officer	Information Technology Division (Infrastructure IT), Head Office, Dhaka
08	Mr. Mohammad Jafar Iqbal Index No. 40989	Assistant Engineer (Electrical)	Establishment & Engineering Division, Head Office, Dhaka
09	Mr. Shihab Raihan Index No. 41337	Senior Officer	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 which cover All fees related to training and exam; Training venue at Malaysia (Kuala Lumpur) (private class); Examination Voucher (One Time); EPI Course Materials; EPI Certified Instructor; Food (Breakfast, Snacks); Flight Fare (DHK-Kuala Lumpur, Malaysia-DHK); Malaysia Visa Fees; 5 (Five) nights stay in 3-star standard hotel at Kuala Lumpur for 09 persons (Single/Twin Share); Local Conveyance (Airport-Hotel-Airport).
- Participants own office will bear the 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 course as scheduled.

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

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

- The Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Mangement Division (Section-1/2/3) / Establishment & Engineering Division, Sonali Bank Limited, 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 Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka. This has a reference to their letter No. 676 dated July 24, 2019.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Mr. A.K.M. Ashraf, Senior Key Account Manager, JNS Smartnet Limited, Navana Chateau De Husains, Apt B2, House 71, Road 27, Gulshan, Dhaka 1212, Bangladesh. This has a reference to their letter dated September 04, 2019.

Deputy General Manager