

No. HRDD/Training/Overseas-10/2018/2261

Date: September 17, 2018

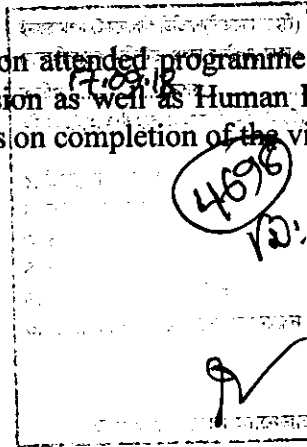
**MEMORANDUM**

We have the immense pleasure to inform that Mr. A. K. M. Ferdaws (Index No. 35831), Senior Principal Officer (Manager), Sonali Bank Limited, Jatrabari Branch, Dhaka has been nominated by the authority to participate the Training Programme on "Bourse Course" at National Institute of Bank Management (NIBM), Pune, India to be held on September 25 to October 05, 2018 organized by Bangladesh Foreign Exchange Dealers' Association (BAFEDA), Dhaka jointly with NIBM, India with the terms and conditions given below:

**Terms and Conditions:**

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Programme Fee as per prescribed rate.
- Participant's own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Pune-Dhaka and pocket money in US Dollar as admissible as per circular.
- The Participant will not be paid salary or any part thereof in foreign currency for attending the Programme.
- The period of visit including days of journey shall be treated as 'on duty'.
- On completion of visit the participant will return home for report to his duties at present place of posting.
- The Participant will submit a report on attended programme to the General Manager, Sonali Bank Limited, Treasury Management Division as well as Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

Mr. A. K. M. Ferdaws  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Jatrabari Branch  
Dhaka.



Sd/-  
(Abdul Awal Bhuiyan)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to:-**

- The Chairman, Bangladesh Foreign Exchange Dealers' Association (BAFEDA), Eastern Commercial Complex (11<sup>th</sup> floor), 73 Kakrail, Dhaka. All features of our Memorandums No. HRDD/Training/Overseas-10/2018/2072 & HRDD/Training/Overseas-10/2018/2220 dated August 29 & September 12, 2018 respectively will remain also unchanged.
- The General Manager, Treasury Management Division, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1), 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, Sonali Bank Limited, Principal Office, Dhaka East, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- The Manager, Sonali Bank Limited, Jatrabari Branch, Dhaka.

Assistant General Manager