



সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
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No. HRDD/Training/Overseas-14/2018/2488

Date: October 08, 2018

MEMORANDUM

We have the immense pleasure to inform that Mr. Subhash Chandra Das, Chief Financial Officer, Sonali Bank Limited, Head Office, Dhaka has been nominated by the Competent Authority to participate in the Study Tour on "Gathering Knowledge about e-payment of allowances under Social Safety Net Program" to be held on October 10-14, 2018 (including travel time) in Delhi, India.

Terms and Conditions:

- Participant's own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Delhi-Dhaka, hotel rent 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 program.
- 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 program to the Deputy Managing Director, Sonali Bank Limited, Central Accounts Division as well as Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

Mr. Subhash Chandra Das is, hereby, requested to attend the program as scheduled.

Mr. Subhash Chandra Das
Chief Financial Officer
Sonali Bank Limited
Head Office
Dhaka.

১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রস্তুত জবাব দিন
৪. দৃষ্টিভঙ্গি করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ...দিনের মধ্যে সম্পাদনা করুন

৫/১৪/১৮

Mr. Partha, Engg(IT)
Pls. RP
09/10/2018
Sd/-

(A K M Sajedur Rahman Khan)
Deputy Managing Director

Copy forwarded for kind information & necessary action to:

- The Deputy Managing Director-2, Sonali Bank Limited, Head Office, Dhaka.
- Mr. Md. Mustafizur Rahman, Project Director, Access to Information (a2i) Programme, E-14/X, ICT Tower, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207. This has reference to their letter no. 56.42.0000.010.30.001.18.0538(12) dated October 04, 2018.
- The Deputy General Manager, CEO & Managing Director's Secretariat/ Human Resource Management Division (Section-1)/ Central Accounts Division (Operation)/ Central Accounts Division (Payment)/ Reconciliation Division/ Govt. Accounts & Services 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.
- Mr. Tohurul Hasan Tutul, Program Manager, Digital Financial Service Lab, Access to Information (a2i) Programme, Information and Communication Technology Division, E-14/X, BCC Bhaban, Agargaon, Dhaka. This has reference to their e-mail dated October 08, 2018.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy Managing Director