

No. HRDD/Training/Overseas-16/2018/2697

Date: October 29, 2018

MEMORANDUM

We have the immense pleasure to inform that the following 05 (Five) officials have been nominated by the authority to participate in the Training Programme on "Entrepreneurship Development" as a part of the programme on Post Graduate Diploma in Enterprise Development to be held on November 09-10, 2018 at Management Development Institute (MDI), Kulori, P.O-Uttar Ramna, Raghunathganj, Dist.-Murshidabad, PIN-742235, West Bengal, India organized by Management Development Institute (MDI) jointly with Dhaka School of Economics (DScE), Dhaka with the terms and conditions given below:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Mizanur Rahman Index No.37724	Principal Officer	Business Development Division, Head Office, Dhaka
02	Mr. Qazi Mahmudul Hasan Index No. 41777	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
03	Mr. Md. Nazimuddowlah Index No.41919	Principal Officer	Satmasjid Road Branch, Dhaka (Under Order of Transfer to Lalmatia Branch, Dhaka)
04	Mr. Md. Majibur Rahman Index No.37885	Principal Officer	Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), Head Office, Dhaka
05	Mr. Md. Abu Jaher Index No.39061	Senior Officer Cash	Nagar Bhaban Branch, Dhaka

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Programme Fee as per prescribed rate.
- Participants' own Division/Branch shall have to bear the actual travel fare regarding travel Dhaka-Murshidabad-Dhaka, the pocket money and other expenses, if any as admissible in US Dollar as per circular.
- The Participants 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 participants will return home for report to their duties at present place of posting.
- Each Participant will submit a report on attended programme to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

ইনফরমেশন টিকেন নসি ডিভিশন (বিতরণ বিভাগ)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 29.10.18
১৩০২-১২/১৩, প্রসি.বি.সি. সেক্টর, মোটীহীল, ঢাকা

(Handwritten signature and initials)

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

Copy forwarded for kind information & necessary action to:

- Dr. Muhammad Mahboob Ali, Professor Post Doctoral (Entrepreneurship), Dhaka School of Economics (DScE), 4/C, Eskaton Garden Road, Dhaka-1000. This has reference their letter dated October 10, 2018.
- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1/Dhaka-2, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-2/5)/Business Development Division/Treasury Management Division-1 (Front Office)/Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), 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, Sonali Bank Limited, Principal Office, Bangabondhu Dhaka Central, Dhaka/Dhaka West, Dhaka.
- The Assistant General Manager, Sonali Bank Limited, Lalmatia Branch, Dhaka/Nagar Bhaban Branch, Dhaka.
- Dr Subrata Chattopadhyay, Assistant Professor-Marketing, Management Development Institute (MDI), Kulori, P.O-Uttar Ramna, Raghunathganj, Dist.-Murshidabad, PIN-742235, West Bengal, India. The programme fee will be paid after receiving invoice from your Institute.
- The Manager, Sonali Bank Limited, Satmasjid Road Branch, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

(Handwritten signature)
Deputy General Manager