

সোনালী ব্যাংক লিমিটেড
 ডায়েরী নং: ০৭১১/১৮
 তারিখ: ০৬/১১/১৮
 ১. উপস্থাপন করুন
 ২. আনুগত্য করুন
 ৩. ছুত জবাব দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬. দিনের মধ্যে সম্পাদন করুন

Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
 HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
 DHAKA-1000, BANGLADESH
 PHONE : 9550653 (DGM), 9567891 (AGM)
 PABX : 9550426-31, 33, 34 & 9552924
 EXT : 3247, 3251, 2025
 FAX : 88-02-9561410
 E-mail : dgmhrdd@sonalibank.com.bd

Date: November 06, 2018

MEMORANDUM

No. HRDD/Conference/Overseas-18/2018/2775

We have the immense pleasure to inform that the following 11 (Eleven) officials have been nominated by the authority to participate in the "2nd Annual Retail Banking Technologies MENA Summit" to be held on November 28, 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. Mas-u-dur Rahman Index No. 27872	Deputy General Manager	Information Technology Division (Infrastructure IT), Head Office, Dhaka
02	Mr. Md. Abu Bokor Siddique Index No.35529	Senior Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
03	Mr. Md. Munirul Isam Masud Index No.36283	Senior Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
04	Mr. Md. Iftekar Hasan Sohel Index No.37200	Senior Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
05	Mr. Md. Bablu Shikder Index No. 37201	Senior Principal Officer	Business Development Division, Head Office, Dhaka
06	Mr. Mohammad Nazmul Alam Index No.36839	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
07	Mr. Md. Arifur Rahman Index No.36951	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
08	Mr. Shameem Abdullah Index No. 41520	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
09	Mr. Mosabbir Hossain Index No. 41699	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
10	Mr. Md. Ahsanuzzaman Index No. 41705	Principal Officer	Information Technology Division (Business IT), Head Office, Dhaka
11	Mr. Kazi Md. Omar Faruk Index No. 45071	Senior Officer	Information Technology Division (Business IT), Head Office, Dhaka

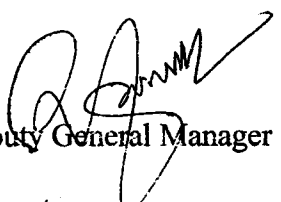
Terms and Conditions:

- Business Development Division, Head Office, Dhaka will bear the Registration 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 Chief information technology Officer, Sonali Bank Limited, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

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

Copy forwarded for kind information & necessary action to:

- The Chief Information Technology Officer, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (Section-1/2/3) Information Technology Division (Infrastructure IT), Head Office, Dhaka.
- The Deputy General Manager, Sonali Bank Limited, Business Development Division, Head Office, Dhaka. They are hereby requested to arrange remit the Registration Fee of all participants as per prescribed rate, which is approved by the authority (copy enclosed). The Brochure of the Conference of ALLAN LLOYDS is enclosed herewith.
- The Deputy General Manager, Sonali Bank Limited, Information Technology Division (Business IT), Head Office, Dhaka. This has reference to their letter no. 1979 dated November 04, 2018. With a request to publish this memorandum in the website of Sonali Bank Limited.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Mr. Rajat Sharma, Conference Manager, ALLAN LLOYDS Group, Trnavska Cesta 82, Bratislava 82102, Slovakia. This has references to their e-mails dated August 13 & October 08, 2018. This is for their kind information that Registration Fee will be paid on getting U.A.E. visa of the aforesaid participants.


 Deputy General Manager