সোনালী ব্যাংক লিমিটেড
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

No. HRDD/Training/Overseas-19/2018/2844 Date: November 13, 2018

MEMORANDUM

We have the immense pleasure to inform that Mr. Mohammad Sirajul Islam (Index No.38125), Senior Principal Officer, Sonali Bank Limited, Principal Office, Kishoreganj has been nominated by the authority to participate in the Training Programme on "Credit Appraisal and Management" to be held on November 19-24, 2018 at National Institute of Bank Management (NIBM), Pune, India organized by NIBM, India with the terms and conditions given below:

Terms and Conditions:

(a) Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Programme Fee as per prescribed rate.

(b) Participants' own Office/Branch shall have to bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Pune-Dhaka, the pocket money and other expenses, if any as admissible in US Dollar as per circular.

(c) The Participant will not be paid salary or any part thereof in foreign currency for attending the Programme.

(d) The period of visit including days of journey shall be treated as 'on duty'.

(e) On completion of visit, the participant will return home for report to his duties at present place of posting.

(f) The 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.

Mr. Mohammad Sirajul Islam
Senior Principal Officer
Sonali Bank Limited
Principal Office
Kishoreganj.

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

Copy forwarded for kind information & necessary action to:

1. Dr S V Kuvalekar, Associate Dean-Training, National Institute of Bank Management, NIBM Post Office, Kondhwe Khurd, Pune 411 048, India. All features of our Memorandums No. HRDD/Training/Overseas-19/2018/2787 dated November 07, 2018 will remain also unchanged.
2. The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
3. The Deputy General Manager, Human Resource Management Division (Section-1)/ Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka.
4. 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.
5. The Assistant General Manager (In-charge), Sonali Bank Limited, Principal Office, Kishoreganj. This has reference their letter no 1311 dated November 12, 2018.
6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy General Manager