

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Mr. Shihab, SO

No. HRDD/Forum/Overseas-32/2019/2158

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
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Date: September 01, 2019

MEMORANDUM

We have the immense pleasure to inform that the following officials have been nominated by the competent authority to participate in the Conference titled **World Conference of Banking Institutes (WCBI) 2019: Growth and Sustainability in an Age of Disruption** to be held on September 16-17, 2019 in **Guildhall, London** organized by The London Institute of Banking and Finance (LIBF) and ICC Bangladesh:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Abnus Jahan Index No. 60120	Deputy Managing Director	Head Office, Dhaka
02	Mr. Swapan Kumar Saha Index No. 26462	General Manager	Head Office, Dhaka
03	Mr. Md Abul Hashem Index No. 28198	General Manager	Head Office, Dhaka

The nominees are required to fill up the enclosed registration form and submit it along with necessary documents as stated in the registration form directly to ICC-Bangladesh at the earliest.

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate, which cover two-way air ticket of Dhaka-London-Dhaka and Visa.
- Participants own office will bear the 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 return home for report to their duties at present place of posting.
- The Participants will submit a report on attended conference to the CEO & Managing Director within 15 (Fifteen) days on completion of the visit.

The nominees are hereby, requested to attend the conference as scheduled. The Brochure are enclosed herewith for kind perusal and necessary action.

Sd/-

(Md. Abnus Jahan)
Deputy Managing Director

Enclosure: As above.

Copy forwarded for kind information & necessary action to (Not according to seniority):-

- The Deputy Managing Director-1/3/4, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, Head Office, Dhaka.
- Mr. Ataur Rahman, Secretary General, International Chamber of Commerce-Bangladesh, Suvastu Tower (6th Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference to their letter No. SW-13/ICC/LIBF-2019 dated July 04, 2019.
- The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-1), 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 Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy Managing Director