

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
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Mr. Partho, Eng.

No. HRDD/Seminar/Overseas-34/2019/2229

Date: September 09, 2019

MEMORANDUM

We have the immense pleasure to inform that Mr. Md Monowar Hasan (Index No. 37819), Senior Principal Officer, Human Resource Development Division, Sonali Bank Limited, Head office, Dhaka has been nominated by the competent authority to participate in the study tour as a part of the course titled **Post Graduate in Information & Communication Technology for Development (PGDICTT4D)** to be held on October 01 – 07, 2019 at Philippines organized by National Academy for Planning and Development (NAPD).

Terms and Conditions:

- The National Academy for Planning and Development (NAPD) authority will bear the expenses related with the course.
- Participant's own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Manila-Dhaka, the Hotel Rent, the Pocket Money and other expenses, if any as admissible in US Dollar as per circular.
- The period of course shall be treated as 'on duty'.
- On completion of course, the participant will report his duties at the present place of posting.
- The Participant will submit a report on attended course to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the training program.

Mr. Md Monowar Hasan
Senior Principal Officer
Human Resource Development Division
Sonali Bank Limited
Head Office
Dhaka.

Sd/-
(Md. Sirajul Islam)
Deputy General Manager

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

- Mr. Mohammed Abul Kashem, Director General & Secretary, National Academy for Planning and Development, Ministry of Planning, 3/A, Nilkhet, Dhaka-1205. This has reference to their letter no. 20.07.0000.006.02.341.17-24 dated July 16, 2019.
- 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 Assistant General Manager (Establishment), Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy General Manager