

হুম্যান রিসোর্স ডেভেলপমেন্ট ডিভিশন (বিজনেস অফিস)
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
 তারিখ: ১২/০৯/১৯
 এজিডেন্সি: ১/১৯

১. উপস্থাপন করা
 ২. আলোচন করা
 ৩. দ্রুত জবাব দেয়া
 ৪. বসিভুক্ত করা
 ৫. প্রয়োজকীর নিয়ন্ত্রণ করা
 ৬.সিফের নতুন সম্পাদনা করা

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Mr Parulho, Eng

No. HRDD/Training/Overseas-36/2019/2261

HUMAN RESOURCE DEVELOPMENT DIVISION
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Date: September 12, 2019

MEMORANDUM

We have immense pleasure to inform that the following officials have been nominated by the competent authority to participate in the training course titled **Advance Asset Liability Management Program** to be held on October 21-25, 2019 in National Institute of Bank Management (NIBM), Pune, India organized by Bangladesh Foreign Exchange Dealers' Association (BAFEDA), Dhaka jointly with NIBM, India with the following terms and conditions:

SL.No.	Name & Index No.	Designation	Place of posting
01	Mr. Mohammad Majibur Rahman Index No. 26256	Deputy General Manager	Treasury Management Division-1 (Front Office), Head Office, Dhaka
02	Mr. Md Shohidul Islam Index No. 36433	Senior Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
03	Mr. Md Rafiqul Islam Index No. 42067	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
04	Mr. Md Arif Chowdhury Index No. 42156	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
05	Mr. Md Imrul Kayes Index No. 41657	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
06	Mr. Md Anwar Hossain Index No. 42478	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka
07	Mr. Bidhan Debnath Index No. 36845	Principal Officer	Treasury Management Division-1 (Front Office), Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- Participants own office will bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Pune-Dhaka and the 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 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 the training course to the Chief Financial Officer, Sonali Bank Limited, Head office, Dhaka as well as General Manager, Human Resource Development Division, Sonali Bank Limited, Head office, Dhaka within 15 (Fifteen) days on completion of the visit.

The nominees are hereby requested to attend the programme as scheduled.

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

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

- The Chairman, Bangladesh Foreign Exchange Dealers' Association (BAFEDA), Eastern Commercial Complex (11th floor), 73 Kakrail, Dhaka. This has reference to their letter no. BAFEDA/NIBM/Training-2&3/2019/513 dated June 24, 2019.
- The Chief Financial Officer, Sonali Bank Limited, Head Office, Dhaka. This has reference to their letter no. TMD-1/Establishment/1383 dated August 05, 2019.
- The Deputy General Manager, Human Resource Mangement Division (Section-1/2) / Treasury Management Division-1 (Front Office), 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.

MDC
 Deputy General Manager