

সোনালী ব্যাংক লিমিটেড
 ১. উপস্থাপন করা
 ২. আলাপ করা
 ৩. দ্রুত জবাব দিন
 ৪. নথিভুক্ত করা
 ৫. প্রয়োজনীয় পত্রাদেশ দিন
 ৬. ...

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

Mr Paultho. Eng (IT)

No. HRDD/Conference/Overseas-28/2019/2061

HUMAN RESOURCE DEVELOPMENT DIVISION
 HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
 DHAKA-1000, BANGLADESH
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Date: August 20, 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 **9th Annual Strategic HR MENA Summit** to be held on October 15 - 16, 2019 in **Sofitel Dubai Downtown, UAE** organized by Allan Lloyds Group:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Abul Hashem Index No. 28198	General Manager	Head Office, Dhaka
02	Mr. Md Anwar Kadir Chowdhury Index No. 28294	Deputy General Manager	Human Resource Management Division, Head Office, Dhaka
03	Mr. Md Sirajul Islam Index No. 28509	Deputy General Manager	Human Resource Development Division, Head Office, Dhaka
04	Mr. Abdul Awal Bhuiyan Index No. 21594	Assistant General Manager	Human Resource Development Division, Head Office, Dhaka
05	Mr. Md Nurullah Khan Index No. 28396	Assistant General Manager	Human Resource Management Division, Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear the Registration Fee as per prescribed rate.
- Participant's own office shall have to bear the actual expenditures regarding two-way air ticket in economy class of Dhaka-Dubai, UAE-Dhaka, Hotel Rent, Pocket Money and other expenses, if any as admissible in US Dollar 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.
- After attending the conference, each participant will submit a report on the conference to the Deputy Managing Director, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

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

Sd/-
 (Md. Abnus Jahan)
 Deputy Managing Director

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

- The Deputy Managing Director-3/4, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Human Resource Management Division, Sonali Bank Limited, Head Office, Dhaka.
- 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) / Human Resource Development Division, 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.
- Mr. Prashant Singh, Conference Manager, ALLAN LLOYDS Group, Trnavska cesta 82, Bratislava 821 02, Slovakia. This has references to their e-mails dated July 15, 2019 & May 28, 2019. This is for his kind information that Conference Fee will be paid on getting U.A.E. visa of the aforesaid participants.

(Signature)
 Deputy Managing Director