

সোনালী ব্যাংক লিমিটেড
 ডায়েরী নং: HRDD/Training/Overseas-29/2019/2090
 তারিখ: ০৮/০৮/১৯

সোনালী ব্যাংক লিমিটেড Sonali Bank Limited

M. Shahab So.

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

Date: August 22, 2019

MEMORANDUM

We have the immense pleasure to inform that the following 31 Officials have been nominated by the competent authority to participate in the training course titled **Faculty Development Programme for Bank Staff Training College Faculty: Building Knowledge, Skills and Attitude for conducting Effective Training** to be held on September 25 - 27, 2019 at National Institute of Bank Management (NIBM), Pune, India organized by NIBM, India with the terms and conditions given below:

Sl.No.	Name & Index No. (Not according to seniority)	Designation	Place of posting
01	Mr. Md Shahjahan Ali Sarker Index No. 28945	Deputy General Manager	Sonali Bank Staff College, Dhaka
02	Mr. Shahid-Mujtaba Jamal Index No. 28746	Assistant General Manager	Sonali Bank Staff College, Dhaka
03	Mr. F M Moniruzzaman Index No. 29054	Chief Instructor (Assistant-General Manager)	Sonali Bank Training Institute, Khulna
04	Ms. Aklima Islam Index No. 35707	Assistant General Manager	Sonali Bank Staff College, Dhaka
05	Mr. Hiralal Das Index No. 33765	Chief Instructor (Assistant General Manager)	Sonali Bank Training Institute, Mymensingh
06	Ms. Nurun Neher Index No. 35718	Assistant General Manager	Sonali Bank Staff College, Dhaka
07	Mr. SK Monerul Islam Index No. 27510	Assistant General Manager	Sonali Bank Staff College, Dhaka
08	Mr. Md Saifur Rahman Index No. 35702	Chief Instructor (Assistant General Manager)	Sonali Bank Training Institute, Rajshahi
09	Mr. Mohammad Tariful Islam Index No. 34333	Chief Instructor (Assistant General Manager)	Sonali Bank Training Institute, Bogura
10	Mr. Biswas Mohammad Meejanur Rahman Index No. 35179	Assistant General Manager	Sonali Bank Staff College, Dhaka
11	Mr. Md Mansur-Ul-Arif Khan Index No. 36139	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
12	Mst Rokshana Akhter Jahan Index No. 36001	Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Bogura
13	Mr. Md Ashique-Ul Islam Index No. 36367	Senior Principal Officer	Sonali Bank Training Institute, Rajshahi
14	Mr. Kazi Mehedi Hasan Index No. 35165	Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Rajshahi
15	Ms. Jannatul Ferdouse Index No. 36754	Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Mymensingh
16	Mr. Md Siddiqur Rahman Index No. 35948	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
17	Mr. Nikson Kanti De Index No. 36699	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
18	Mr. Md Abul Kalam Azad Index No. 36643	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
19	Mr. Md Emran Hossain Index No. 36091	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
20	Most Dilafroz Index No. 36657	Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Khulna
21	Ms. Faria Huda Index No. 35186	Chief Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Cumilla
22	Mr. Kazi Mohammad Ashraf Index No. 35262	Senior Principal Officer	Sonali Bank Training Institute, Chottogram
23	Mr. Molla Shamim Aktar Index No. 38262	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
24	Mr. Md Jahangir Helal Index No. 35825	Senior Faculty Member (Senior Principal Officer)	Sonali Bank Staff College, Dhaka
25	Mr. Md Rizwan Haque Index No. 37578	Instructor (Senior Principal Officer)	Sonali Bank Training Institute, Bogura
26	Mr. Apurba Kumar Roy Index No. 34801	Instructor (Principal Officer)	Sonali Bank Training Institute, Khulna

Sl.No.	Name & Index No. (Not according to seniority)	Designation	Place of posting
27	Mr. Ripan Karmakar Index No. 37460	Instructor (Principal Officer)	Sonali Bank Training Institute, Mymensingh
28	Mr. Mohammad Abdul Mannan Index No. 37696	Principal Officer	General Manager's Office, Cumilla (Under order of Transfer to Instructor, Sonali Bank Training Institute, Cumilla)
29	Mr. Md Sultan Uddin Index No. 38002	Faculty Member (Principal Officer)	Sonali Bank Staff College, Dhaka
30	Ms. Marzia Sharmin Index No. 43024	Faculty Member (Principal Officer)	Sonali Bank Staff College, Dhaka
31	Ms. Popi Majumder Index No. 37030	Faculty Member (Principal Officer)	Sonali Bank Staff College, Dhaka

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Programme 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-Pune-Dhaka, the 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 Course.
- 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 training course, each participant will submit a report on the training course to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

(Md. Sraful Islam)

Deputy General Manager

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

- Dr S V Kuvalekar, Associate Dean-Training, National Institute of Bank Management, NIBM Post Office, Kondhwe Khurd, Pune 411 048, India. This has reference their e-mail dated August 19, 2019.
- The Deputy Managing Director-4, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
- The Principal (General Manager), Sonali Bank Staff College, Plot No# 06, Sector No# 08, Uttara Model Town, Dhaka-1230.
- The Deputy General Manager, Human Resource Management Division (Section-1/2), 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 Deputy General Manager, Sonali Bank Staff College, Plot No. 06, Sector No. 08, Uttara Model Town, Dhaka-1230.
- The Assistant General Manager (Chief Instructor), Sonali Bank Limited Training Institute, Sonali Bank Staff Quarter House, Old Junction Road, Khalispur, Khulna.
- The Assistant General Manager (Chief Instructor), Sonali Bank Limited Training Institute, Sonali Bank Building (3rd Floor), Court House Street, Bogura.
- The Assistant General Manager (Chief Instructor), Sonali Bank Training Institute, Sonali Bank Building (3rd Floor), Jublighat Road, Mymensing.
- The Assistant General Manager (Chief Instructor), Sonali Bank Limited Training Institute, General Manager's Office (Rajshahi), Sonali Bank Limited, Laxmipur, Rajshahi.
- The Chief Instructor (In-Charge), Sonali Bank Training Institute, Karnaphuli Port Road, Sonali Bank Officers Colony, CDA Residential Area, Agrabad, Chottagram.
- The Chief Instructor (In-Charge), Sonali Bank Training Institute, Monoharpur, Cumilla.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy General Manager