

সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
DHAKA-1000, BANGLADESH
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064
Mr. Shikhab, So.

No. HRDD/Program/Overseas-17/2019/2106

Date: August 25, 2019

MEMORANDUM

It is a pleasure to inform that the following Officials have been nominated by the competent authority to participate in the programme SWIFT Business Training: Standards titled **Bangladesh Banking Community** to be held on September 30, 2019 – October 03, 2019 in **Swift Kuala Lumpur Office, Malaysia** organized by SWIFT:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md Mejbaul Islam Index No. 37495 Passport No. EA0895490	Senior Principal Officer	Treasury Management Division-2 (Mid & Back Office), Head Office, Dhaka
02	Mr. Md Alam Hossain Index No. 38101 Passport No. EA0652485	Principal Officer	Treasury Management Division-2 (Mid & Back Office), Head Office, Dhaka

Terms and Conditions:

- Human Resource Development Division 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 of Dhaka-Kuala Lumpur-Dhaka, 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 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 attended programme to the General Manager of Treasury Management Division-2 (Mid & Back Office) and 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:

- The Deputy General Manager, Human Resource Management Division (Section-1 / 2), Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Treasury Management Division-2 (Mid & Back Office), Sonali Bank Limited, Head Office, Dhaka. This has a reference to their letter No. 2504 dated August 18, 2019.
- 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.
- Riana Shaldanbayeva, Country Manager, Asia Pacific, Swift Kuala Lumpur Office, Malaysia. This has reference to their e-mails dated August 09 & August 13, 2019.

Mr. Sirajul Islam
Deputy General Manager