

No. HRDD/Training/Overseas-22/2019/2118

Date: August 27, 2019

MEMORANDUM

We have the immense pleasure to inform that the following Officials have been nominated by the competent authority to participate in the training program titled **Latest ICC Opinions** to be held on September 06 - 09, 2019 in **Jakarta, Indonesia** organized by Trade Quest Management SDN BHD:

Sl. No.	Name & Index No.	Designation	Place of posting
01	Mr. Mohammad Abdul Berek Chowdhury Index No. 34167	Assistant General Manager	Incumbent. Rangpur Corporate Branch, Rangpur
02	Mr. Shamsuzzaman Talukder Index No. 36650	Senior Principal Officer	Principal Office. Banga Bondhu Avenue (Dhaka Central), Dhaka
03	Mr. Mahmud Hasan Index No. 35617	Senior Principal Officer	International Trade Finance Division, Head Office, Dhaka
04	Ms. Bilkish Ahmed Index No. 41753	Principal Officer	Local Office, Dhaka
05	Ms. Tuhina Matin Index No. 41605	Principal Officer	Uttara Model Town Branch, Dhaka
06	Ms. Nusrat Zahan Index No. 41607	Principal Officer	Dilkusha Corporate Branch, Dhaka
07	Ms. Sanjida Binte Alam Index No. 41606	Principal Officer	Banani Bazar Branch, Dhaka
08	Mr. A S M Murtaza Index No. 36817	Principal Officer	Foreign Exchange Corporate Branch, Dhaka

Terms and Conditions:

- Human Resource Development Division of Sonali Bank Limited will bear the Registration Fee as per prescribed rate which cover Visa, Air Ticket, Hotel Accomodation (3 nights), Transport (Airport to Hotel), Three Lunch, Dinner & Breakfast, Training and Materials Cost, Two Tea break with snacks everyday, City Tour (Half Day).
- Participants own office/Branch will bear 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 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.
- Each Participant will submit a report on attended course to the 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 General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
- The General Manager, Sonali Bank Limited, Local Office, Dhaka.
- The Deputy General Manager, Human Resource Mangement Division (Section-1/2) / International Trade Finance 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 Deputy General Manager, Sonali Bank Limited, Principal Office, Banga Bondhu Avenue (Dhaka Central), Dhaka / Rangpur.
- The Deputy General Manager, Sonali Bank Limited, Dilkusha Corporate Branch, Dhaka / Foreign Exchange Corporate Branch, Dhaka.
- The Assistant General Manager (Incumbent), Sonali Bank Limited, Uttara Model Town Branch, Dhaka.
- The Assistant General Manager (Incumbent), Sonali Bank Limited, Rangpur Corporate Branch, Rangpur. As per approval of the authority 2nd official will take over the charges (as additional Charges of his present duties) temporarily during above mentioned period.
- The Manager, Sonali Bank Limited, Banani Bazar Branch, Dhaka.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Blackstone Institute, House, 122, Road#13A, Dhanmondi, Dhaka, Bangladesh. This has reference to their document dated July 14, 2019.

Deputy General Manager