

No. HRDD/Workshop/Overseas-10/2016/1841

Date: 28 March, 2016

MEMORANDUM

The following officials have been nominated by the competent authority to participate an **ICC Workshop on “International Trade Finance, ADR, Logistics and Business Development” at Hanoi, Vietnam to be held on April 21-23, 2016** organized by International Chamber of Commerce (ICC) – Bangladesh and the World Business Organization jointly with The Vietnam Chamber of Commerce and Industry (VCCI) and Bangladesh International Arbitration Centre (BIAC):

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Md. Nurul Haque (26357)	Deputy General Manager	International Trade Finance Division-2, Head Office, Dhaka
02	Mr. Shahid Mujtaba Jamal (28746)	Senior Principal Officer	Sonali Bank Staff College, Dhaka
03	Mr. Polash Sarker (36711)	Principal Officer	Local Office, Dhaka
04	Mr. Md. Nawab Hossen (36778)	Principal Officer	Foreign Remittance Management Division, Head Office, Dhaka
05	Ms. Shamim Ara Nasrin (37538)	Principal Officer	Ramna Corporate Branch, Dhaka
06	Ms. Fatema Shahinor Chowdhury (42871)	Senior Officer	Agrabad Corporate Branch, Chittagong
07	Ms. Bilkish Ahmed (41753)	Senior Officer	Bangabandhu Avenue Corporate Branch, Dhaka

The nominees are required to fill up the enclosed registration form for onward submission to ICC-Bangladesh at the earliest along with necessary documents as stated in the registration form.

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will only bear the participation fee as per prescribed rate.
- Participants' own office shall have to 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 workshop.
- 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, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the visit.

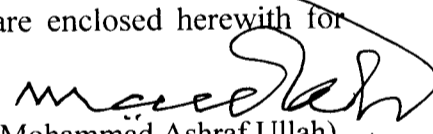
Provisional programme of the workshop along with registration forms are enclosed herewith for perusal and necessary action.


Concerned Executive/officers:

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The Deputy Secretary, Ministry of Finance, Bank and Financial Institutions Division, Training and Discipline Branch, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- Mr. Aatur Rahman, Secretary General, International Chamber of Commerce, National Secretariat: Suvastu Tower (6th Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference their letter No. SW-13/ICC-ITF-2016 dated 10 March, 2016.
- The General Manager, MD's Secretariat/International Trade Finance Division-2, Sonali Bank Limited, Head Office, Dhaka.
- The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1/2, Dhaka/ Chittagong.
- The General Manager, Sonali Bank Limited, Local Office, Dhaka.
- The General Manager, Sonali Bank Limited, Ramna Corporate Branch/ Bangabandhu Avenue Corporate Branch, Dhaka.
- The Deputy General Manager, Personnel Management Division (Section-1/2/3)/ International Trade Finance Division-2/ Foreign Remittance Management Division, Sonali Bank Limited, Head Office, Dhaka.
- The Principal, Sonali Bank Staff College, Sector No-8, Plot No-6, Uttara Model Town, Dhaka-1230.
- The Deputy General Manager, Sonali Bank Limited, Agrabad Corporate Branch, Chittagong.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


(Mohammad Ashraf Ullah)
Deputy General Manager
Human Resource Development Division
Sonali Bank Limited
Head Office, Dhaka


Deputy General Manager
Human Resource Development Division
Sonali Bank Limited
Head Office, Dhaka