

No. HRDD/Training/Overseas-09/2024/2676

Date: October 31, 2024

MEMORANDUM

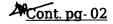
According to the terms of the contract executed with the vendor organization Gazi Communications for the implementation of Software Defined Network at Sonali Bank PLC's Near Data Center, a training on "Vmware: Network & Server Virtualization for Data Center Design" has been organized for the officials of this bank in Malaysia by the said organization.

2.00: The following officials have been nominated by the competent authority to participate in the said training. The executive/officers will visit Malaysia for 05 days excluding travel time from 01.12.2024 to 05.12.2024 or from the date of journey with the terms and conditions given below:

SL No.	Name, Index No., Designation & Passport No.	Place of posting	Retirement Date & job nature
01	Md Abu Bokor Siddique	Information Technology	Retirement:07-07-2034
	Index No. 35529	Division (Business IT),	Nature: Permanent
	Assistant General Manager	Sonali Bank PLC	
	Passport No: B00103169	Head Office, Dhaka	
02	Md Faruque Hasan	Information Technology	Retirement : 30-12-2038
	Index No. 37882	Division (Infrastructure IT),	Nature: Permanent
	Senior Principal Officer	Sonali Bank PLC	
	Passport No: A06638944	Head Office, Dhaka	
03	Md Farzan Ali	Information Technology	Retirement:07-08-2043
	Index No. 37904	Division (Infrastructure IT),	Nature: Permanent
	Senior Principal Officer	Sonali Bank PLC	
	Passport No: A02007545	Head Office, Dhaka	
04	Md Noor Alam Siddique	Information Technology	Retirement : 31-12-2040
	Index No. 41491	Division (Infrastructure IT),	Nature: Permanent
	Engineer (IT)	Sonali Bank PLC	
	Passport No: A02007544	Head Office, Dhaka	
05	Mohammad Billal Hossain	Legal Matters Division,	Retirement:31-12-2042
	Index No. 42935	Sonali Bank PLC	Nature: Permanent
	Senior Officer	Head Office, Dhaka	·
	Passport No: A02433553		
06	Liton Kumar Mahanto	Information Technology	Retirement : 30-01-2051
	Index No. 48879	Division (Infrastructure IT),	Nature: Permanent
	Assistant Engineer (IT)	Sonali Bank PLC	
	Passport No: A13761341	Head Office, Dhaka	

Terms and Conditions:

- (a) All the expenses i.e., air fare, food, accommodation, transport etc. and any other costs related to this training will be borne by Gazi Communications.
- (b) The Participants will not be paid salary or any part thereof in foreign currency for attending the aforesaid training.
- (c) The period of training including days of journey will be treated as "on duty".



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- (d) After completion of training, the participants will return and report to their duties at the present place of posting in Bangladesh immediately.
- (e) After completion of the visit, the concerned officials will have to submit a report on the training to the Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka within 15 (Fifteen) days.

The nominated Officials are hereby requested to attend the training as scheduled.

Sd/-(Bithi Akter) Deputy General Manager

Concerned Officials:

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

- 1. All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 2. The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka.
- 3. The Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka.
- 4. The Deputy General Manager, Human Resource Management Division / CEO & Managing Directoriat's Secretariat / Information Technology Division (Business IT) / Legal Matters Division, Sonali Bank PLC, Head Office, Dhaka.
- 5. The Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka- This has reference to their letter no. 965 dated October 22, 2024.
- 6. The Immigration Officer, All Airports/All Landports, Bangladesh.
- 7. Mr. Ehtesham Din Md. Chowdhury, Senior Manager, Corporate Sales, Gazi Communications, 37/2, Bir Protik Gazi Dastagir Road, Zaman Tower (Level-15), Purana Paltan, Dhaka-1000-This has reference to their letter dated October 03, 2024.

Deputy General Manager