



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

**Terms and Conditions:**

- 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.
- The Participants will not be paid salary or any part thereof in foreign currency for attending the aforesaid training.
- The period of training including days of journey will be treated as "on duty".

 Cont. pg- 02



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Pg No- 02

- (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 Mangement 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