



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 official of this bank in Sri Lanka by the said organization.

2.00: The following official has been nominated by the competent authority to participate in the mentioned training. The officer will visit Sri Lanka for 05 days excluding travel time from 09.03.2025 to 13.03.2025 or from the date of journey with the terms and conditions given below:

Sl No.	Name, Index No., Designation & Passport No.	Place of posting	job nature & Retirement Date
01	Mohammad Billal Hossain Index No. 42935 Senior Officer Passport No: A02433553	Legal Matters Division, Sonali Bank PLC Head Office, Dhaka	Nature: Permanent Retirement:31-12-2042

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 Participant 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".
- After completion of training, the participant will return and report to their duties at the present place of posting in Bangladesh immediately.
- After completion of the visit, the concerned official 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 Official are hereby requested to attend the training as scheduled.

Sd/-
(Md. Sarwar Abedin)
Deputy General Manager

Concerned Official:

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

- All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka.
- The Chief Information Technology Officer, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Mangement Division / CEO & Managing Directoriat's Secretariat / Legal Matters Division, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka- This has reference to their letter no. 222 dated February 27, 2025.
- The Immigration Officer, All Airports, Bangladesh.
- 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 & January 22, 2025 respectively.


Deputy General Manager

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