Sonali Bank PLC
Credible and Smart

No. HRDD/Training/Overseas-07/2024/1796   Date: June 11, 2024

MEMORANDUM

According to the terms of the contract executed with the vendor organization Smart Technologies (BD) Ltd., Dhaka for implementation Sonali Bank PLC's own switching solutions, a training regarding Virtualization Server, SAN Storage, SAN Switch & Virtualization Hypervisor has been organized for the officials of this Bank by the said organization in Kuala Lumpur, Malaysia.

2.00: The following officials have been nominated by the competent authority to participate in the said training. The executive/officers will visit Kuala Lumpur, Malaysia for 05 days excluding travel time & holidays from 08.07.2024 to 12.07.2024 or from the date of journey with the terms and conditions given below:

SL No.	Name, Index No., Designation & Passport No.	Place of posting	Joining Date & job nature
01	SHAMEEMA NOOR Index No. 35705 Deputy General Manager Passport No: A01596154	Information Technology Division (IT Services Management), Head Office, Dhaka	Joining: 04-10-1998 Nature: Permanent
02	MD ARIFUL ISLAM Index No. 37991 Assistant General Manager (IT) Passport No: A02999485	Information Technology Division (Business IT), Head Office, Dhaka	Joining: 11-11-2010 Nature: Permanent
03	MUHAMMAD DELOAR HOSSAIN Index No. 36411 Senior Principal Officer Passport No: A11651250	Cards Division, Head Office, Dhaka	Joining: 08-06-2004 Nature: Permanent
04	S COUSHIK AHMED Index No. 38012 Senior Programmer Passport No: A03410931	Inspection & Audit Division-1 (Corporate Branch & Controlling Offices), Head Office, Dhaka	Joining: 14-11-2010 Nature: Permanent
05	SAJJAD UL IMAM Index No. 37168 Senior Principal Officer Passport No: A13278880	Information Technology Division (Infrastructure IT), Head Office, Dhaka	Joining: 11-08-2009 Nature: Permanent
06	MAHMUDUL HASAN Index No. 44133 Principal Officer Passport No: A15738080	Chief Executive Officer's Secretariat, Head Office, Dhaka	Joining: 30-01-2014 Nature: Permanent
07	MD SYEEDUZZAMAN Index No. 36875 Principal Officer Passport No: A03945700	Information Technology Division (IT Procurement & Maintenance), Head Office, Dhaka	Joining: 22-03-2009 Nature: Permanent
08	REZAUL HASAN BHUIYAN Index No. 45051 Principal Officer Passport No: A14025197	Information Security, IT Risk Management & Fraud Control Division, Head Office, Dhaka	Joining: 28-06-2015 Nature: Permanent
09	ABDULLAH-AL-MAMUN Index No. 41332 Principal Officer Passport No: B00687214	Information Technology Division (IT Procurement & Maintenance), Head Office, Dhaka	Joining: 13-09-2011 Nature: Permanent

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Sl No.	Name, Index No., Designation & Passport No.	Place of posting	Joining Date & job nature
10	MD WAHIDUZZAMAN Index No. 46994 Engineer (IT) Passport No: A00992472	Information Technology Division (Infrastructure IT), Head Office, Dhaka	Joining: 06-03-2018 Nature: Permanent
11	MD MAHAFIJUR RAHAMAN Index No. 46981 Engineer (IT) Passport No: A07536716	Information Technology Division (Infrastructure IT), Head Office, Dhaka	Joining: 04-03-2018 Nature: Permanent
12	MD ASADUJJAMAN NUR Index No. 47006 Engineer (IT) Passport No: A02000967	Information Technology Division (Infrastructure IT), Head Office, Dhaka	Joining: 08-03-2018 Nature: Permanent

Terms and Conditions:

(a) All the expenses will be borne by Smart Technologies (BD) Ltd., Dhaka, Bangladesh.
(b) The Participant 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".
(d) After completion of training, the participant will return and report to his 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.

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

Sd/-
(Bithi Akter)
Concerned Executive/Officers: Deputy General Manager

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

1. The Deputy Managing Director-1/2/5, 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 / Chief Executive Officer's Secretariat / Information Technology Division (Business IT/ Infrastructure IT/IT Services Management)/Information Security, IT Risk Management & Fraud Control Division/Cards Division/ Inspection & Audit Division-1 (Corporate Branch & Controlling Offices), Sonali Bank PLC, Head Office, Dhaka.
5. The Deputy General Manager, Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka. This has reference to their letter no. 840 & 956 dated May 21, 2024 & June 10, 2024 respectively.
6. The Immigration Officer, All Airports/All Landports, Bangladesh.
7. Mr. Md. Delwar Hossain, Manager, Corporate Sales, Smart Technologies (BD) Ltd. Jahir Smart Tower 205/1 & 205/1/A, west Kafrul (11th floor), Begum Rokeya Sarani, Agargaon, Dhaka-1207, Bangladesh. This has reference to their letter dated June 4, 2024.

Deputy General Manager