

Government of the People's Republic of Bangladesh  
Ministry of Defence  
Gana Bhaban Complex  
Sher-e-Bangla Nagar, Dhaka  
www.mod.gov.bd

No. 23.00.0000.040.25.236.07.378

Date: 7 October 2015

To: Chief Accounts Officer  
Ministry of Defence  
HBFC Bhaban  
22, Purana paltan, Dhaka

Dear Sir,

I am directed to convey the sanction of the Government for Mahnaz Khan, Deputy Director, Bangladesh Meteorological Department to attend the training seminar on 'One-month Forecast' will be held at Japan Meteorological Agency (JMA) Headquarters in Tokyo, Japan from 16 to 20 November 2015 (excluding travelling/transit period):

2. The terms and conditions of the sanction are as follows:
  - a. The period of tour including transit will be treated as on duty;
  - b. She will draw her pay & allowances in local currency;
  - c. She will submit a report within 15 days after her return;
  - d. Overstay will not be permitted;
  - e. All expenses in this connection including round trip air passage will be borne by JMA.
3. This order is issued with the approval of the competent authority.

Yours sincerely,

Sd/-

Date 07.10.2015

Nasim Banu

Senior Assistant Secretary

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E-mail:sec4@mod.gov.bd

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

1. H.E Ambassador, Embassy of Japan, 5 & 7 Dutabash Road, Baridhara, Dhaka
2. Secretary, Ministry of Foreign Affairs, Dhaka (With a request to issue note verbale)
3. Director General of Immigration & Passports, Agargaon, Dhaka
4. Director, Hazrat Shahjalal (R) International Airport, Dhaka
5. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka
6. Director, Bangladesh Meteorological Department, Agargaon, Dhaka
7. Mahnaz Khan, Deputy Director, Bangladesh Meteorological Department, Dhaka
8. Private Secretary to the Senior Secretary, Ministry of Defence, Dhaka
9. System Analyst, Ministry of Defence, Dhaka
10. Personal Officer to the Additional Secretary, Ministry of Defence, Dhaka

*Nasim Banu*  
7.10.2015

Nasim Banu

Senior Assistant Secretary