

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

No. 23.00.0000.220.25.001.16.451

Dated: 10/08/2016

From: Shaikh Mohammad Jobayed Hossain
Senior Assistant Chief

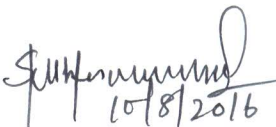
To: Chief Accounts Officer
Ministry of Defence
HBFC Bhaban, 22 Purana Paltan, Dhaka 1000

I am directed to convey the sanction of the Government for the following officials deputation abroad for attending the "Familiarization and Disaster Management Training Course" to be held in Kuala Lumpur, Malaysia from 12th August 2016 to 18th August 2016 or the nearest suitable time period total seven (7) days (excluding traveling/transit period) under terms and conditions given in the section 2:

i.	Zinnatun Nahar Shàhana Additional Secretary, Ministry of Defence	Team Leader
ii.	Iqbal Mahmud PS to the Senior Secretary (Senior Assistant Secretary), Ministry of Defence	Member
iii.	Shaikh Mohammad Jobayed Hossain Senior Assistant Chief, Ministry of Defence	Member
iv.	Md. Mostafizur Rahman Senior Assistant Chief, Programming Division, Planning Commission	Member
v.	Md. Saiful Islam Mondal Assistant Chief, Physical Infrastructure Division, Planning Commission	Member
vi.	Md. Tawsif Rahman Assistant Director, Implementation Monitoring and Evaluation Division	Member
vii.	Mahnaz Khan Deputy Director, Bangladesh Meteorological Department	Member
viii.	Md. Muzammel Haque Tarafder Deputy Director, Bangladesh Meteorological Department	Member
ix.	A.K.M. Nazmul Hoque Assistant Meteorologist, Bangladesh Meteorological Department	Member

2. Terms and Conditions:

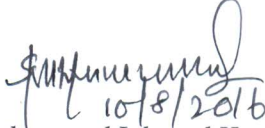
- 1) While abroad, including the transit period, they will be treated as on regular government duty;
 - 2) They will draw their usual pay and allowances from Bangladesh in Bangladeshi currency;
 - 3) Round trip air tickets, accommodation, food and daily allowance will be borne by the supplier of equipments Mazzak Inter-Trade as a part of contract with the 'Strengthening the 1st Class Meteorological Observatories Located at 13 River Port Areas of Bangladesh' project of BMD according to the government prevailing financial provisions. In addition, 10% terminal charge and 25% transit allowance will be entitled and disbursable from their concern ministry/division/department's budget according to article 12 and 13 of Finance Division's Letter no. 221 dated 9/10/2012.
 - 4) They will not be allowed to stay abroad more than the approved period;
 - 5) They will submit a report on their learning from this visit within 10 (ten) working days on their return.
3. Zinnatun Nahar Shahana, Additional Secretary, Ministry of Defence will be accompanied by her daughter AFIFA MUBASHERIN. Her all expenses will be borne by her mother.
4. This order is issued with the approval of the competent authority.


10/8/2016

(Shaikh Mohammad Jobayed Hossain)
Senior Assistant Chief
Phone: 9113187
E-mail: jobayeed@yahoo.com

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
3. Secretary, Ministry of Foreign Affairs, Dhaka (*with a request to issue LOI for the family member*).
4. Secretary, Planning Division, Sher-e-Bangla Nagar, Dhaka 1212.
5. Secretary, Implementation Monitoring and Evaluation Division, Sher-e-Bangla Nagar, Dhaka 1212.
6. H.E. High Commissioner, High Commission of Malaysia, House # 19, Road # 6, Baridhara, Dhaka 1212.
7. H.E. High Commissioner, High Commission of Bangladesh, House # 114, Jalan U-Thant 55000 Kuala Lumpur, Malaysia.
8. Director General, Department of Immigration & Passports, Agargaon, Dhaka.
9. Director, Bangladesh Meteorological Department, Agargaon, Dhaka.
10. Director, Hazrat Shahjalal (R.) International Airport, Dhaka.
11. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.
12. Accounts Officer, Ministry of Defence, Sher-e-Bangla Nagar, Dhaka.
13. PS to Senior Secretary, Ministry of Defence, Sher-e-Bangla Nagar, Dhaka.
- ✓ 14. System Analyst, Ministry of Defence, Sher-e-Bangla Nagar, Dhaka (Requested to upload in the Ministry's website).
15. PO to Additional Secretary (Branch-5), Ministry of Defence, Sher-e-Bangla Nagar, Dhaka.
16. PO to Joint Secretary (W & D) Ministry of Defence, Sher-e-Bangla Nagar, Dhaka.
17.


(Shaikh Mohammad Jobayed Hossain)
Senior Assistant Chief