

Government of the People's Republic of Bangladesh
Ministry of Information
Planning Section
Bangladesh Secretariat, Dhaka.
www.moi.gov.bd

No.-15.013.011.00. 00.001.2011(Part-1)/81

Date: 01 February, 2017

From : Dipanwita Saha
Senior Assistant Chief
To : Chief Accounts Officer, Ministry of Information,
CGA Building, Dhaka.

Subject: **Government approval of Participation for Factory Visit and Management Meeting in Houston, USA under the project "Bangladesh Film Archive Bhaban (Revised)" along with inspection of the press wing at the High Commission of Bangladesh in London (UK).**

I am directed to convey the sanction of the Government approval of participation of Factory Visit and Management Meeting in Houston, USA from 5th February to 9th February 2017 or 05 (Five) days (Excluding travel time) from the actual date of journey under the project "Bangladesh Film Archive Bhaban (Revised)".

- (1) Mr. Martuza Ahmed, Secretary, Ministry of Information, Bangladesh Secretariat, Dhaka.
- (2) Mr. Mohammad Jahangir Hussain, Director General, Bangladesh Film Archive, Dhaka.
- (3) Mr. Md. Zahurul Haq, Professor, Bangladesh University of Engineering and Technology (BUET), Dhaka.
- (4) Mr. Md. Moniruzzaman, Assistant Director (Operation), Bangladesh Film Archive, Dhaka.

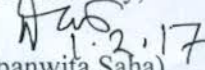
2. Mr. Martuza Ahmed, Secretary, Ministry of Information, will visit and attend meeting with the press wing, at the High Commission of Bangladesh in London from 9th February to 12th February 2017 or 04 (Four) days (Excluding travel time) from the actual date after completion of the Factory Visit and Management Meeting held in Houston, USA.

3. The Terms and Conditions for attending the training are mentioned below:-

- a. The period will be treated as on duty.
- b. They will draw their pay and allowances in local currency.
- c. They will not stay abroad beyond the approved period;
- d. They will have to submit a report after return from abroad to their respective authority.
- e. All Expenses connected with this Factory Visit, Management Meeting and training will be borne by the organizing agency Bangladesh Machine Tools Factory Ltd.
- f. The Expenses connected with the visit of press wing i.e approximately Tk. 1,36,648/- (Taka One Lac Thirty Six Thousand Six Hundred Forty Eight) will be borne from the revenue budget of Ministry of Information.

3. This order is issued with the approval of the Competent Authority.

Yours Sincerely,


(Dipanwita Saha)

Senior Assistant Chief

Phone: 9550577

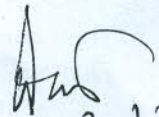
Mobile: 01715134250

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
5. Secretary, Ministry of Foreign Affairs, Dhaka (With request to issue necessary Note Verbal in this regard).
6. Secretary, Ministry of Information, Bangladesh Secretariat, Dhaka.
7. H. E. the Ambassador, Embassy of USA to Bangladesh, Baridhara, Dhaka.
8. H. E. the Ambassador, Embassy of People's Republic of Bangladesh to USA, Washington DC.
9. H. E. High Commissioner of Bangladesh in the United Kingdom, London.
10. H. E. High Commissioner of United Kingdom in Bangladesh, Dhaka.
11. Additional Secretary (Development), Ministry of Information, Bangladesh Secretariat, Dhaka.
12. Director General, Immigration & Passport, Dhaka, Bangladesh.
13. Director General, Bangladesh Film Archive, Dhaka.
14. Director, Hazrat Shajalal International Airport, Dhaka.
15. P.S to the Honourable Minister, Ministry of Information, Dhaka, Bangladesh.
16. Deputy Secretary (Admin-4), Ministry of Information, Bangladesh Secretariat, Dhaka.
17. Officer-in Charge (Immigration), Hazrat Shajalal International Airport, Dhaka.
- ✓ 18. System Analyst, Ministry of Information, Bangladesh Secretariat, Dhaka (with a request to upload the order in Ministry's website).
19. Project Director, "Bangladesh Film Archive Bhaban (Revised)" Bangladesh Film Archive, Dhaka.
20. P.S to the Secretary, Ministry of Information, Dhaka, Bangladesh.
21. Mr. Md. Zahurul Haq, Professor, Bangladesh University of Engineering and Technology (BUET), Dhaka.
22. Mr. Md. Moniruzzaman, Assistant Director (Operation), Bangladesh Film Archive, Dhaka.
23. Accounts Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.
24. Protocol Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.
25. Office copy.


1.2.17
(Dipanwita Saha)
Senior Assistant Chief