

Government of the People's Republic of Bangladesh  
Ministry of Information  
Admn-4 Section  
Bangladesh Secretariat, Dhaka  
[www.moi.gov.bd](http://www.moi.gov.bd)

No-15.00.0000.018.25.005.15-483

Date : 26 November 2017

To : Chief Accounts Officer  
Ministry of Information  
CGA Building, Dhaka.

**Subject: Sanction for visit in Malaysia & Singapore from 3-10 December 2017.**

I am directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of Mr. Martuza Ahmed, Secretary, Ministry of Information, to visit AIBD in Malaysia on 3-5 December and for personal visit to Singapore on 6-10 December 2017 (excluding travel time) under the terms and conditions stated below. Mrs. Nasima Shamim Khan Chowdhury, wife of Mr. Martuza Ahmed will accompany him in this visit. She will bear all her expenses personally.

- a. The period will be treated as on duty;
  - b. He will draw his pay and allowances in local currency;
  - c. The government will bear airfare, transit and terminal, hotel allowance and daily allowances of the Information Secretary for his visit to Malaysia approximately Tk. 2,93,480/- (Taka Two lac ninety three thousand four hundred eighty only) from the budget allocation of Ministry of Information for the Financial Year 2017-2018;
  - d. The expenses of the visit of Information Secretary to Singapore and the expenses of the visit of his spouse Mrs. Nasima Shamim Khan Chowdhury to Malaysia and Singapore will be borne personally.
  - e. He will not stay abroad beyond the approved period;
  - f. He will submit a report within 7 (Seven) days of his return;
2. This order is issued with the approval of the competent authority.


sd/-  
(Nasrin Parvin)  
Senior Assistant Secretary  
Phone- 9567101  
[admin4@moi.gov.bd](mailto:admin4@moi.gov.bd)

No-15.00.0000.018.25.034.09-483

Date : 26 November 2017

Copy forwarded for kind information and necessary action (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. Mr. Martuza Ahmed, Secretary, Ministry of Information, Dhaka, Bangladesh.
6. Secretary, Ministry of Foreign Affairs, Dhaka.
7. H.E The High Commissioner, High Commission of Bangladesh, Malaysia.
8. H.E The High Commissioner, High Commission of Malaysia in Bangladesh, Dhaka.
9. H.E High Commissioner of the Republic of Singapore, Dhaka, Bangladesh
10. H.E High Commissioner, High Commission of Bangladesh, Singapore.
11. Director General, Immigration & Passport, Dhaka.
12. Ms. Nasima Shamim Khan Chowdhury, wife of Mr. Martuza Ahmed, Secretary, Ministry of Information, Dhaka.
13. P.S. to the Hon'ble Minister, Ministry of Information, Bangladesh Secretariat, Dhaka.
14. Director, Hazrat Shajalal International Airport, Dhaka.
15. P.S. to the Secretary, Ministry of Information, Bangladesh Secretariat, Dhaka.
16. Officer-in-Charge (Immigration), Hazrat Shajalal International Airport, Dhaka.
- ✓ 17. System Analyst, Ministry of Information, Bangladesh Secretariat, Dhaka (with a request to upload the order in Ministry's website).
18. Accounts Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.
19. Protocol Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.

  
26.11.2017  
(Nasrin Parvin)  
Senior Assistant Secretary