

To be substitute for the same memo No and date
Government of the People's Republic of Bangladesh
Ministry of Information
Admn-4 Section
Bangladesh Secretariat, Dhaka
www.moi.gov.bd

No-15.00.0000.018.25.004.11-498

Date : 15 November 2015

From : Nilufer Nazneen
Deputy Secretary

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

Subject: Sanction for participation in the "Pre-Shipment Inspection" to be held in Japan from 08 to 13 February 2016.

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, Bangladesh Secretariat as the head of delegation. to participate in the "Pre-Shipment Inspection" to be held in Japan from 08 to 13 February 2016 or 06 days from the actual date of visit (excluding travel time). Mrs. Nasima Shamim Khan Chowdhury, spouse of Mr. Martuza Ahmed and the following officers will accompany him in this visit under the terms and conditions stated below:

- (1) Sheik Mohammad Kamrul Hasan, Additional Chief Engineer, Bangladesh Television, Dhaka.
- (2) Mir Mayin Uddin Md Jamil Akhter, Maintenance Engineer, Bangladesh Television, Dhaka .

Terms and conditions:

- a. The period will be treated as on duty;
 - b. They will draw their pay and allowances in local currency;
 - c. There is no financial involvement of the Government in this visit. The return air ticket, accommodation, meals and daily allowance for team leader and each of the participants will be borne by NEC Corporation Japan.
 - d. They will not stay abroad beyond the approved period;
 - e. They will submit a report within 7 (Seven) days of their return;
 - f. Mrs Nasima Shamim Khan Chowdhury will bear all her expenses personally.
2. This order is issued with the approval of the competent authority.

Sincerely Yours,

sd/-

(Nilufer Nazneen)

Deputy Secretary

Phone- 9567101

admin4@moi.gov.bd

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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. Secretary, Ministry of Foreign Affairs, Dhaka (With a request to issue Note Verbal in favour of the participants).
6. Mr. Martuza Ahmed, Secretary, Ministry of Information, Dhaka, Bangladesh.
7. H. E The Ambassador, Embassy of Japan in Bangladesh.
8. H. E The Ambassador, Embassy of the people's Republic of Bangladesh in Tokyo Japan.
9. Director General, Immigration & Passport, Dhaka.
10. P.S. to the Minister, Ministry of Information, Dhaka.

P.T.O

11. Director, Hazrat Shajalal International Airport, Dhaka.
12. P.S. to the Secretary, Ministry of Information, Dhaka.
13. Deputy Secretary (TV-1), Ministry of Information, Dhaka.
14. Sheik Mohammad Kamrul Hasan, Additional Chief Engineer, Bangladesh Television, Dhaka
15. Senior Assistant Secretary(Admin-1), Ministry of Information, 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. Mir Mayin Uddin Md Jamil Akhter, Maintenance Engineer, Bangladesh Television, Dhaka
19. Accounts Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.
20. Protocol Officer, Ministry of Information, Dhaka.

নি. নাজনে 4.2.16.
(Nilufer Nazneen)
Deputy Secretary