

Government of the People's Republic of Bangladesh
Ministry of Public Administration
Printing Section
www.mopa.gov.bd

No-05.00.0000.120.25.013.22-222

Date : 19 November, 2023


To : Chief Accounts and Finance Officer (CAFO)
Ministry of Public Administration
Segunbagicha, Dhaka.

The undersigned is directed to convey the Government's approval to the following officials for Pre-Shipment Inspection of the Magnetic Ink Character Recognition (MICR) Machine (High Quality) Japan from 03 Dcember 2023 to 07 Dcember 2023 or from the date of commencement of journey for 05 (Five) days excluding transit period under the following terms & conditions:

SL. No.	Name & Designation	Office Address
01.	MD SHAKHAWAT HOSSAIN Deputy Director (Deputy Secretary)	Bangladesh Security Printing Press, Tejgon Dhaka.
02.	MOHAMMAD ABDUL MOTALAB Professor	Department of Mechanical Engineering, BUET, Dhaka.
03.	MOHAMMAD NASIR ULLAH KHAN Deputy Secretary	Ministry of Public Administration, Dhaka.

2. Terms & Conditions:

- The period of this visit including transit will be treated as on duty.
 - Smart printing Solution Limited, House no-53, Road-6, Block-c, Nikatan, Gulshan Dhaka will bear all the expenses of this visit.
 - On return from abroad, officials will report to their office and submit a report to the Ministry of Public Administration within 15 (fifteen) days.
 - They will draw their pay and allowances from their own offices in local currency.
 - They will draw allowances admissible by rules.
 - They will not be allowed to stay abroad beyond the approved period.
3. This order is issued with the approval of the competent authority.


19/11/23
(Jati Prue)

Senior Assistant Secretary
Phone: 9511068
e-mail: adminprint@mopa.gov.bd

Cont. page-02

NO.- 05.00.0000.120.25.013.22-222/2(16)

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

01. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary, Prime Minister's Office, Dhaka.
02. Secretary/Senior Secretary, Security Services Division/Public Security division, Ministry of Home Affairs, Dhaka.
03. H.E. the Ambassador, the Embassy of Japan in Bangladesh/ H.E. the Ambassador, the Embassy of the People's Republic of Bangladesh in Japan.
04. Additional Secretary(Administration), Ministry of Public Administration, Dhaka.
05. Director General, Department of Immigration & Passport, Agargaon, Dhaka
06. Director General, Department of Printing & Publications Tejgaon, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
08. MD SHAKHAWAT HOSSAIN Deputy Director (Deputy Secretary), Bangladesh Security Printing Press Tejgon, Dhaka.
09. MOHAMMAD ABDUL MOTALAB, Professor, Department of Mechanical Engineering, BUET, Dhaka.
10. MOHAMMAD NASIR ULLAH KHAN, Deputy Secretary, Ministry of Public Administration Dhaka.
11. P.S. to Hon'ble Minister of State, Ministry of Public Administration, Dhaka.
12. Director, Hazrat Shahjalal International Airport, Dhaka.
13. P.S. to Senior Secretary, Ministry of Public Administration, Dhaka.
14. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (with request to publish in the MOPA website).
15. Proprietor, Smart printing Solution Limited, House no-53, Road-6, Block-c, Nikatan, Gulshan, Dhaka.
16. Office Copy/Master Copy.


19/11/23
(Jati Prue)
Senior Assistant Secretary