

নম্বর : ০৫.০০.০০০০.২০২.০০.০০৩.১৭-৪১৬

তারিখ : ১৮ শ্রাবণ ১৪২৪ ব.  
০২ আগস্ট ২০১৭ খ্রি.

**বিষয় : Universiti Putra Malaysia (UPM), Malaysia -এ অনুষ্ঠেয় ১১৪তম এসিএডি কোর্সের বৈদেশিক এক্সপোজার ডিজিটে অংশগ্রহণকারী কর্মকর্তাদের রিফিং।**

উপর্যুক্ত বিষয়ের আলোকে জানানো যাচ্ছে যে, আগামী ০৮/০৮/২০১৭ হতে ১৭/০৮/২০১৭ তারিখ মেয়াদে Universiti Putra Malaysia (UPM), Malaysia-এ অনুষ্ঠেয় বৈদেশিক এক্সপোজার ডিজিটে অংশগ্রহণের নিমিত্ত মনোনীত নিম্নোল্লিখিত ১১৪তম এসিএডি কোর্সের প্রশিক্ষণার্থীদের জন্য এক রিফিং সেশন আগামী ০৭/০৮/২০১৭ তারিখ সোমবার বেলা ১১:৩০ টায় জনপ্রশাসন মন্ত্রণালয়ের সম্মেলন কক্ষ (ভবন নম্বর-০২, ৪র্থ তলা) বাংলাদেশ সচিবালয়, ঢাকায় অনুষ্ঠিত হবে। উক্ত রিফিং সেশনে জনপ্রশাসন মন্ত্রণালয়ের উর্ধ্বতন কর্মকর্তাসহ নিম্নোল্লিখিত কর্মকর্তাগণ উপস্থিত থাকবেন :

**Course Management**

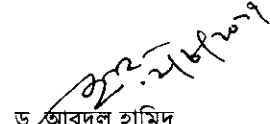
Sl. No.	ID no.	Name	Designation	Place of posting
1.	15887	Mr. Muhammad Abul Kalam Azad	Senior Assistant Secretary	Ministry of Public Administration
2.		Mr. Md. Zakir Hossain	Director	BPATC, Savar, Dhaka
3.		Mr. Md. Abdul Baki	Personal Officer	Ministry of Public Administration

**Participants**

Sl. No.	ID no.	Name	Designation	Place of posting
1.	5485	Quazi Muhammad Munzur-i-Muqshed	Deputy Secretary	Finance Institution Division
2.	6353	Dr. Md. Abdul Hakim	Director (Deputy Secretary)	Information Commission, Bangladesh
3.	6357	Dr. Nazneen Kawshar Chowdhury	Deputy Director (Deputy Secretary)	Bangladesh Employees Welfare Board, Chittagong
4.	6435	Mr. Md. Daud Miah	Manager (Deputy Secretary)	Bangladesh Economic Zones Authority
5.	6495	Mr. Md. Shahidul Islam	Deputy Director (Deputy Secretary)	Wage Eamers' Welfare Fund, Dhaka
6.	6677	Dr. Abu Nasar Mohammad Abdullah	Deputy Secretary	Attached to Ministry of Environment & Forests
7.	6680	Mr. Babor Ali Mir	Chief Executive Officer (Deputy Secretary)	Zila Parishad, Netrokona
8.	6683	Mr. S. A. M. Rafiqunnabi	Chief Executive Officer (Deputy Secretary)	Zila Parishad, Jessore
9.	6726	Mr. Mohd. Nayeb Ali	DDLG (Deputy Secretary)	Office of the Deputy Commissioner, Chittagong
10.	6743	Dr. Abu Naim Muhammad Abdus Sabur	DDLG (Deputy Secretary)	Office of the Deputy Commissioner, Faridpur
11.	6752	Mr. Md. Rafiqul Islam	(Deputy Secretary)	Bangladesh Parliament Secretariat
12.	15068	Mr. Md. Abdullah	Deputy Secretary	Technical and Madrasah Education Division
13.	15074	Mr. Parvez Raihan	Additional Deputy Commissioner (Deputy Secretary)	Office of the Deputy Commissioner, Rajshahi
14.	15120	Mr. Mohammed Tanvir Azam Siddiquee	DDLG (Deputy Secretary)	Office of the Deputy Commissioner, Bandarban Hill District
15.	15158	Mr. Md. Abu Zafar	Chief Executive Officer (Deputy Secretary)	Zila Parishad, Sirajganj
16.	15188	Mollah Mizanur Rahman	Deputy Secretary	Attached to Statistics and Informatics Division
17.	7791	Dr. Md. Abul Hossain	Deputy Secretary	Ministry of Social Welfare
18.	7792	Dr. Golam Md. Faruk	OSD (Deputy Secretary)	Ministry of Public Administration
19.	7794	Mr. Mohammad. Abdus Samad	Deputy Director (Deputy Secretary)	Department of Agricultural Marketing, Rangpur
20.	7795	Mr. Md. Mohidur Rahman	Deputy Secretary	Ministry of Labour & Employment

21.	7796	Mr. Anarul Kabir	Deputy Director (Deputy Secretary)	Department of Agricultural Marketing, Dhaka
22.	7800	Mr. Samir Kumar Biswas	OSD (Deputy Secretary)	Attached to Ministry of Food
23.	7812	Dr. Pijush Dutta	Commercial Manager (Deputy Secretary)	Chittagong WASA, Chittagong
24.	7813	Mr. Md. Aminul Houqe	Deputy Director (Deputy Secretary)	Department of Disaster Management
25.	7820	Dr. Sahadev Chandra Saha	OSD (Deputy Secretary)	Ministry of Public Administration
26.	7821	Mr. Shiba Pada Mondal	Deputy Secretary	Ministry of Liberation War Affairs
27.	7823	Ms. Hashinara Begum	Deputy Secretary	Placed under Ministry of Public Administration
28.	7826	Ms. Shahana Zaman	Deputy Secretary	Ministry of Cultural Affairs
29.	BD/8468	Shaikh Mohammad Ali	Squadron Leader	Command & Staff Training Institute, Bangladesh Air Force, Dhaka Cantonment
30.	BA6517	Major Mohammad Shafiul Alam, PSC, G	Major	11 SP Regiment, Bogra Cantonment, Bogra
31.	6857	Mr. Md. Golam Azam	Deputy Director (Deputy Secretary)	Directorate of National Consumer Rights Protection

২। উক্ত ব্রিফিং সেশনে মনোনীত কর্মকর্তাগণকে যথাসময়ে উপস্থিত থাকার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

  
ড. আবদুল হামিদ  
যুগ্মসচিব  
ফোন: ৯৫৭৪৪২৬  
sasft.mopa@gmail.com

বিতরণ :

জনাব/বেগম, .....

.....।

অনুলিপি সদয় অবগতির জন্য :

১. রেক্টর, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকা।
২. অতিরিক্ত সচিব/ অতিরিক্ত সচিব (প্রশাসন), জনপ্রশাসন মন্ত্রণালয়।
৩. অতিরিক্ত সচিব (সিপিটি), জনপ্রশাসন মন্ত্রণালয়।
৪. যুগ্মসচিব (প্রশিক্ষণ), জনপ্রশাসন মন্ত্রণালয়।
৫. উপসচিব, নিরাপত্তা-২ অধিশাখা, জননিরাপত্তা বিভাগ, স্বরাষ্ট্র মন্ত্রণালয় (তালিকায় উল্লিখিত কর্মকর্তাগণকে সচিবালয়ে প্রবেশানুমতির অনুরোধসহ)।
৬. উপসচিব, প্রশাসন-৪ অধিশাখা, জনপ্রশাসন মন্ত্রণালয় (৪০ জনের আপ্যায়নের ব্যবস্থা গ্রহণের অনুরোধসহ)।
৭. সিনিয়র সচিব মহোদয়ের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।
৮. সিনিয়র সিস্টেমস্ এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (ওয়েবসাইটে প্রকাশের অনুরোধসহ)।

(To be substituted by the same number and date)  
 Government of the People's Republic of Bangladesh  
 Ministry of Public Administration  
 Foreign Training Branch  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

No-05.00.0000.202.00.003.17- 49

Date: 20/07/2017

To: Chief Accounts Officer  
 Ministry of Public Administration  
 22, Purana Paltan, Dhaka.

The undersigned is directed to convey the Government's approval to the following officers for participating in the Overseas Exposure Visit to be held at Universiti Putra Malaysia (UPM), Malaysia from 08/08/2017 to 17/08/2017 or nearer date as part of exposure visit of 114<sup>th</sup> Advanced Course on Administration and Development (ACAD) held at BPATC under the terms and conditions described in para-02:

**Course Management**

Sl. No.	ID no.	Name	Designation	Place of posting
1.	15887	Mr. Muhammad Abul Kalam Azad	Senior Assistant Secretary	Ministry of Public Administration
2.		Mr. Md. Zakir Hossain	Director	BPATC, Savar, Dhaka
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15.	15158	Mr. Md. Abu Zafor	Chief Executive Officer (Deputy Secretary)	Zila Parishad, Sirajganj
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20.	7795	Mr. Md. Mohidur Rahman	Deputy Secretary	Ministry of Labour & Employment
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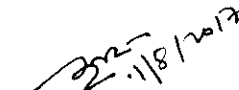
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24.	7813	Mr. Md. Aminul Houqe	Deputy Director (Deputy Secretary)	Department of Disaster Management
25.	7820	Dr. Sahadev Chandra Saha	OSD (Deputy Secretary)	Ministry of Public Administration
26.	7821	Mr. Shiba Pada Mondal	Deputy Secretary	Ministry of Liberation War Affairs
27.	7823	Ms. Hashinara Begum	Deputy Secretary	Placed under Ministry of Public Administration
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30.	BA6517	Major Mohammad Shafiul Alam, PSC. G	Major	11 SP Regiment, Bogra Cantonment, Bogra
31.	6857	Mr. Md. Golam Azam	Deputy Director (Deputy Secretary)	Directorate of National Consumer Rights Protection

02. Terms & Conditions:

- They will start their journey for Malaysia on a convenient date near to 08 August, 2017;
- The period of this visit and the time spent for travel and transit will be treated as on duty;
- They will draw their pay and allowances in local currency;
- Under the head of training budget, the Ministry of Public Administration will bear all expenses of the said visit;
- They will not be allowed to stay abroad more than the approved period;
- They will have to submit a report on the exposure visit to the Foreign Training Branch of the Ministry of Public Administration within five days after their return from the visit.

03. This order is issued with the approval of the competent authority.

  
Dr. Abdul Hamid  
Joint Secretary  
Phone: +880-2-9574426  
[sasfi.nopa@gmail.com](mailto:sasfi.nopa@gmail.com)

No-05.00.0000.202.00.003.17-49 (100)


Date: 20/07/2017

**Copy for kind information and necessary action: (nnt according to seniority)**

- Cabinet Secretary, Cabinet Division, Dhaka.
- Principal Secretary, Prime Minister's Office, Dhaka.
- Senior Secretary,.....Ministry/Division.
- Secretary,.....Ministry/Division
- Rector, BPATC, Savar, Dhaka.
- Director General, Immigration and Passport, Dhaka.
- Divisional Commissioner, Dhaka/Rajshahi/Khulna.
- Director General, Training Directorate, Armed Forces Division, Dhaka Cantonment.
- H.E The High Commissioner, The High Commission of Malaysia in Bangladesh, House No. 19, Road No. 6, Baridhara, Dhaka.
- H.E The High Commissioner, The Bangladesh High Commission of the People's Republic of Bangladesh, Kuala Lumpur, Block-1, Lorong Damai-7, Jalan Damai, 55000 Kuala Lumpur, Malaysia.
- Deputy Commissioner, Chittagong/Faridpur/Rajshahi/Bandarban/Netrokona/Sirajganj.
- Director General (Consular), Ministry of Foreign Affairs, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Accounts Officer, Ministry of Public Administration.
- Mr/Ms.....

**Copy for kind information:**

- Additional Secretary/Additional Secretary (CPT/APD/Administration/ PACC), Ministry of Public Administration.
- Joint Secretary (Training /CR/ Budget & Audit), Ministry of Public Administration.
- PS to Hon'ble Minister, Ministry of Public Administration.
- PS to Hon'ble Minister of State, Ministry of Public Administration.
- PS to Senior Secretary, Ministry of Public Administration.
- Senior Systems Analyst, PACC, Ministry of Public Administration.

  
Dr. Abdul Hamid  
Joint Secretary