

(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.05.00.0000.202.00.028.17-76

Date: 12/09/2017

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 exposure visit to be held at the Universiti Putra Malaysia (UPM), Malaysia from 08/10/2017 to 17/10/2017 or nearer date as part of overseas exposure visit of 62<sup>nd</sup> and 63<sup>rd</sup> Foundation Training Course (FTC) held at BPATC and RDA, respectively under the terms and conditions described in para-02 :

**Course Management**

Sl. No.	ID No.	Name	Designation	Place of posting
1	6731	Kazi Abu Taher	Deputy Secretary	Ministry of Public Administration
2	6781	Ms. Nasima Akhter	Deputy Secretary	Ministry of Public Administration
3		Ms. Farzana Afrose	Assistant Director	BPATC, Savar, Dhaka

**Participants**

Sl. No.	ID No.	Name	Designation	Place of posting
1.	BP-8713159375	Mr. Imam Ashab	Assistant Superintendent of Police	1 APBN, Uttara, Dhaka.
2.	17360	Ms. Iffat Jahan	Assistant Commissioner	Office of the Deputy Commissioner, Manikganj
3.	17821	Mst. Momotaz Mohol	Assistant Commissioner	Office of the Deputy Commissioner, Bogra
4.		Ms. Jinat Sharmin	Upazila Family Planning Officer	Office of the Family Planning, Sreepur, Gazipur.
5.	17694	Mr. Md. Masud Hossain	Assistant Commissioner	Office of the Deputy Commissioner, Brahmanbaria
6.		Mr. H. M. Shahriar Hassan	Assistant Commissioner of Taxes	Large Taxpayer Unit, Dhaka.
7.	17678	Mr. Md. Ishtiaque Ymon	Assistant Commissioner	Office of the Deputy Commissioner, Sylhet
8.		Ms. Shaila Akhter	Assistant Director	Bangladesh Betar, Agargaon, Dhaka.
9.	17690	Mr. Md. Belal Hossain	Assistant Commissioner	Office of the Deputy Commissioner, Shariatpur
10.	17659	Ms. Parsia Sultana Priyanka	Assistant Commissioner	Office of the Deputy Commissioner, Gazipur
11.		Ms. Priyanka Das Shipu	Assistant Commissioner (Customs & Excise)	Customs Excise and VAT Commissionerate, Dhaka (East)
12.	17792	Mr. Arifur Rahman	Assistant Commissioner	Office of the Deputy Commissioner, Jessore
13.	17838	Ms. Afifa Khan	Assistant Commissioner	Office of the Deputy Commissioner, Comilla
14.	17644	Ms. Tamanna Akter Sharmin	Assistant Commissioner	Office of the Deputy Commissioner, Munshiganj
15.	17700	Mr. A.S.M. Riyad Hassan Gourab	Assistant Commissioner	Office of the Deputy Commissioner, Rangamati
16.	17650	Mr. Md. Shamsul Arifin	Assistant Commissioner	Office of the Deputy Commissioner, Mymensingh
17.		Ms. Sukti Rani Sarker	Assistant Commissioner of Taxes	Tax Zone-15, Dhaka.
18.		Ms. Nazmun Nahar	Assistant Commissioner of Taxes	Tax Zone-02, Chittagong
19.		Mr. Md. Omar Faruq Khan	Second Secretary (Tax)	National Board of Revenue
20.		Mr. Tarik Ahmed Us Sadik	Assistant Superintendent of Police	Police Headquarters, Dhaka.
21.	602297	Ms. Fatema Sany Adrita	Assistant Engineer	Bridge Design Division-2 (East), Dhaka
22.		Ms. Shormin Akter	Veterinary Surgeon	Upazila Livestock Office, Sonatola, Bogra

23.		Ms. Helena Akter	Assistant Superintendent of Police	4 Armed Police Battalion, Nishindara, Bogra
24.		Mr. Md. Rafiqul Islam	Agriculture Extension Officer	Office of the Upazila Agriculture Officer, Nangol Court, Comilla
25.		Mr. Sabab Farhan	Agriculture Extension Officer	Agriculture Training Institute, Jhenaidah

**02. Terms & Conditions:**

- a) They will start their journey for Malaysia on a convenient date near to October 08, 2017;
- b) The period of this training and the time spent for travel and transit will be treated as on duty;
- c) They will draw their pay and allowances in local currency;
- d) Under the head of training budget, the Ministry of Public Administration will bear all expenses of the said training;
- e) They will not be allowed to stay abroad more than the approved period;
- f) Change in the posting place of above-mentioned officers shall not hamper their participation in the overseas exposure visit;
- g) They will have to submit a report on the Training to the Foreign Training Branch of the Ministry of Public Administration within five days after their return from the Training.

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

*22/2579/2017*  
Dr. Abdul Hamid  
Joint Secretary  
Phone: +880-2-9574426  
[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

No.05.00.0000.202.00.028.17-76 (80)

Date: 12/09/2017

**Copy for Kind Information and Necessary Action : (not according to seniority)**

01. Cabinet Secretary, Cabinet Division, Dhaka.
02. Principal Secretary, Prime Minister's Office, Dhaka.
03. Senior Secretary,.....Ministry/Division.
04. Secretary,.....Ministry/Division
05. Rector, BPATC, Savar, Dhaka.
06. Chairman/Director General.....
07. H.E. High Commissioner, the High Commission of Malaysia in Bangladesh, House No. 19, Road No.6, Baridhara, Dhaka.
08. H.E. the High Commissioner, the High Commission for the People's Republic of Bangladesh in Kuala Lumpur, Block-1, Lorong Damai-7, Jalan Damai, 55000 Kuala Lumpur, Malaysia.
09. Director General, Immigration and Passport, Dhaka.
10. Divisional Commissioner, .....
11. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
12. Deputy Commissioner, .....
13. Director, Hazrat Shahjalal International Airport, Dhaka.
14. Accounts officer, Ministry of Public Administration.
15. Mr/Ms.....

**Copy for Kind information :**

01. Additional Secretary/Additional Secretary (CPT/APD), Ministry of Public Administration.
02. Joint Secretary (Training/PACC/Budget & Audit), Ministry of Public Administration.
03. PS to Hon'ble Minister, Ministry of Public Administration.
04. PS to Hon'ble Minister of State, Ministry of Public Administration.
05. PS to Senior Secretary, Ministry of Public Administration.
06. Senior Systems Analyst, PACC, Ministry of Public Administration.

*22/2579/2017*  
Dr. Abdul Hamid  
Joint Secretary

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জনপ্রশাসন মন্ত্রণালয়  
বিদেশ প্রশিক্ষণ অধিশাখা  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

নম্বর : ০৫.০০.০০০০.২০২.০০০.০২৮.১৭-৫০৪

তারিখ : ২৬/০৯/২০১৭ খ্রি.

বিষয়: **Universiti Putra Malaysia (UPM)**, মালয়েশিয়ায় অনুষ্ঠেয় ৬২ ও ৬৩তম বুনিয়াদি প্রশিক্ষণ কোর্সের  
বৈদেশিক এক্সপোজার ভিজিটে অংশগ্রহণকারী কর্মকর্তাদের রিফিং।

সূত্র : ০৫.০০.০০০০.২০২.০০০.০২৮.১৭-৭৬, তারিখ : ১২/০৯/২০১৭ খ্রি.

উপর্যুক্ত বিষয়ের আলোকে জানানো যাচ্ছে যে, আগামী ০৮/১০/২০১৭ থেকে ১৭/১০/২০১৭ তারিখ মেয়াদে **Universiti Putra Malaysia (UPM)**, মালয়েশিয়ায় অনুষ্ঠেয় এক্সপোজার ভিজিটে অংশগ্রহণের নিমিত্ত মনোনীত নিম্নলিখিত ৬২ ও ৬৩তম বুনিয়াদি প্রশিক্ষণ কোর্সের প্রশিক্ষণার্থীদের জন্য এক রিফিং সেশন আগামী ০৫/১০/২০১৭ তারিখ বৃহস্পতিবার বেলা ১১:৩০ টায় জনপ্রশাসন মন্ত্রণালয়ের সম্মেলন কক্ষ (ভবন নম্বর-০২, ৪র্থ তলা) বাংলাদেশ সচিবালয়, ঢাকায় অনুষ্ঠিত হবে। এ রিফিং সেশনে জনপ্রশাসন মন্ত্রণালয়ের উর্ধ্বতন কর্মকর্তাসহ নিয়োক্ত কর্মকর্তাগণ উপস্থিত থাকবেন :

**Course Management**

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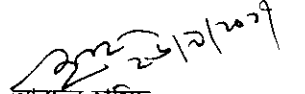
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চলমান পাতা-২

21.	602297	Ms. Fatema Sany Adrita	Assistant Engineer	Bridge Design Division-2 (East), Dhaka
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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। রেজিস্টার, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকা।
- ২। অতিরিক্ত সচিব/অতিরিক্ত সচিব (সিপিটি/প্রশাসন), জনপ্রশাসন মন্ত্রণালয়।
- ৩। কমিশনার, .....বিভাগ।
- ৪। যুগ্মসচিব (প্রশিক্ষণ), জনপ্রশাসন মন্ত্রণালয়।
- ৫। উপসচিব, নিরাপত্তা-২ অধিশাখা, স্বরাষ্ট্র মন্ত্রণালয় (তালিকায় উল্লিখিত কর্মকর্তাগণকে সচিবালয়ে প্রবেশানুমতির অনুরোধসহ)।
- ৬। উপসচিব, প্রশাসন-৪ অধিশাখা, জনপ্রশাসন মন্ত্রণালয় (৩৫ জনের আপ্যায়নের ব্যবস্থা গ্রহণের অনুরোধসহ)।
- ৭। জেলা প্রশাসক,.....
- ৮। সিনিয়র সচিব মহোদয়ের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।
- ৯। হিসাবরক্ষণ কর্মকর্তা, জনপ্রশাসন মন্ত্রণালয়, ঢাকা।