

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. 05.00.0000.202.25.016.18-27

Date: 15/04/2018

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 Asian Institute of Technology (AIT), Thailand from 06/05/2018 to 12/05/2018 or nearer date as part of exposure visit of 16<sup>th</sup> Policy. Planning and Management Course (PPMC) held at BPATC under the terms and conditions described in para-02:

**Course Management**

Sl. No.	ID	Name	Designation	Place of Posting
1.	7209	Mr. Md. Zaydul Hoque Molla, ndc	MDS (Additional Secretary)	BPATC, Savar, Dhaka
2.	5785	Mr. A F M Hayatullah	PS to Hon'ble Minister (Joint Secretary)	Ministry of Public Administration
3.	6895	Mr. Md. Arif Nazmul Hasan	Deputy Secretary	Ministry of Public Administration
4.		Mr. B M Benojir Ahmed	Deputy Director	BPATC, Savar, Dhaka

**Participants**

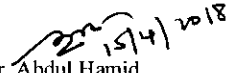
Sl. No.	ID	Name	Designation	Place of Posting
1	3634	Mr. Saifullah Mokbul Murshed	Additional Secretary	Ministry of Civil Aviation and Tourism
2	5220	Mr. Swapan Kumar Baral	Additional Secretary	Bangladesh National Parliament Secretariat
3	7430	Mr. Muhammed Nurul Absar	Additional Secretary	Internal Resources Division
4	4677	Mr. Swapan Chandra Paul	Additional Secretary	Planning Division
5	4982	Ms. Sima Saha	Chairman (Additional Secretary)	BFIDC
6	5446	Mr. Mohammad Tajul Islam	Project Director (Additional Secretary)	ABSAR Project, Ministry of Social Welfare
7	4170	Mr. Mohammed Shahadat Hussain	Member (Additional Secretary)	SREDA, Power Division
8	5456	Khondoker Mustafizur Rahman, ndc	Additional Secretary	Ministry of Industries
9	4840	Mr. Md. Iftakhar Uddin Khan	Additional Secretary	Planning Division
10	5454	Mr. Md. Shahjahan	OSD (Additional Secretary)	Ministry of Public Administration
11	4144	Mr. Md. Shahjahan	Additional Secretary	Finance Division
12	5440	Mr. Dulal Krishna Saha	Secretary (Additional Secretary)	Dhaka North City Corporation
13	4513	Mr. A K Mohiuddin Ahmed	Additional Secretary	Cabinet Division
14	4125	Mr. Md. Abu Bakr Siddique	Additional Secretary	Public Security Division
15	5404	Syeda Sarwar Jahan	Additional Secretary	Organizational Support and Innovation
16	4131	Mr. Mohammad Yamin Chowdhury	Additional Secretary	Ministry of Environment and Forests
17	4654	Mr. Md. Shahadat Hossain	Director (Additional Secretary)	Bangladesh Parjatan Corporation
18	7387	Mr. Mohammed Azharul Huq	Additional Secretary	Security Services Division
19	4176	Mr. Pronab Kumar Ghosh	Additional Secretary	Health Education and Family Welfare Division
20	5212	Mr. Mohd. Shahadt Hossain Mahmud	MDS (Additional Secretary)	BPATC, Savar, Dhaka
21	4922	Mr. Javed Ahmed	Additional Secretary	Secondary and Higher Education Division
22	5245	Mr. Dipak Chakroborty	Director, Local Government (Additional Secretary)	Office of the Divisional Commissioner, Chittagong
23	2127	Dr. Aruna Biswas	Additional Secretary	Secondary and Higher Education Division
24	4836	Ms. Afrin Ara Begum	Additional Secretary	Attached to Finance Division
25	4959	Ms. Rama Rani Roy	Additional Secretary	Ministry of Chittagong Hill Tract Affairs
26	5380	Mr. Mostafizur Rahman	Additional Secretary	Ministry of Information

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02. Terms & Conditions:

- a) They will start their journey for Thailand on a convenient date near to 06 May 2018;
- b) The period of this visit and the time spent for travel and transit will be treated as on duty;
- e) 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 visit;
- e) They will not be allowed to stay abroad more than the approved period;
- f) 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  
[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

No. 05.00.0000.202.25.016.18-27(100)


Date: 15/04/2018

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

1. Cabinet Secretary, Cabinet Division, Dhaka.
2. Principal Secretary, Prime Minister's Office, Dhaka.
3. Senior Secretary,.....Ministry/Division.
4. Secretary,.....Ministry/Division
5. Rector, BPATC, Savar, Dhaka.
6. Director General, Immigration and Passport, Dhaka.
7. Chairman/Director General.....
8. H.E. the Ambassador, Royal Thai Embassy in Bangladesh, 18 & 20 Madani Avenue, Baridhara, Dhaka.
9. H.E. the Ambassador, Embassy of the People's Republic of Bangladesh in Thailand, House No- 727, Thonglor ,Soi-55, Sukhumvit Road, Bangkok 10110, Thailand.
10. Chief Security Officer, Hazrat Shahjalal International Airport, Dhaka (With request to allow above-mentioned officers to use VIP Lounge of Hazrat Shahjalal International Airport during their travel as per entitlement)
11. Director General (Consular), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbale).
12. Director, Hazrat Shahjalal International Airport, Dhaka.
13. Accounts Officer, Ministry of Public Administration.
14. Mr/Ms.....

**Copy for kind information:**

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

  
Dr. Abdul Hamid  
Joint Secretary

### থাইল্যান্ড সফরের ক্ষেত্রে করণীয় কার্যক্রম:

১। ০২ কপি সাদা ব্যাকগ্রাউন্ডের রঙিন পাসপোর্ট সাইজের ছবি (পেছনে নাম দিতে হবে);

০২। ভিসা ফরম পূরণ করে নির্ধারিত স্থানে ২টি স্বাক্ষর করতে হবে। তারিখ দেওয়ার প্রয়োজন নেই (যে তথ্য জানা নেই তা পূরণের প্রয়োজন নেই);

৩। ০২ (দুই) কপি ভ্রমণ ব্যয় বিল (গেজেটেড সরকারি কর্মকর্তা) ফরম যথাযথভাবে অর্থাৎ কর্মস্থল, কর্মকর্তার নাম, পদবী, বেতনস্কেল, বেতন ইত্যাদি পূরণ করে পেছনের পৃষ্ঠায় ৩টি স্বাক্ষর (ভ্রমণকারী অফিসারের স্বাক্ষর, নিয়ন্ত্রণকারী কর্মকর্তার স্বাক্ষর ও প্রত্যয়ন পত্র অংশের স্বাক্ষর) ও নামের বাংলা সীলসহ রাজস্ব স্ট্যাম্প লাগিয়ে দিতে হবে; বিলের প্রতি কপিতে জাতীয় পরিচয়পত্র নাম্বার ও জন্ম তারিখ উল্লেখ করতে হবে।

৪। মূল অফিসিয়াল পাসপোর্ট (ডিসেম্বর ২০১৮ মেয়াদ পর্যন্ত) জমা দিতে হবে;

৫। পাসপোর্টের ফটোকপি জমা দিতে হবে।

আগামী ১৮/০৪/২০১৮ তারিখের মধ্যে পূরণকৃত ভিসা ফরম, মূল পাসপোর্ট, ছবি ও বিলসমূহ জমা প্রদানের জন্য সবিনয়ে অনুরোধ করা হলো।

(বি: দ্র: : ইতোমধ্যে যীরা বর্ণিত কার্যক্রম সম্প্রতি সম্পন্ন করেছেন তাঁদের জন্য এই নির্দেশনা প্রযোজ্য নয়।