

Government of the People's Republic of Bangladesh  
Ministry of Public Administration  
Printing Section  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

No-05.00.0000.120.25.037.18-286

Date : 17 October, 2019


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

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh to the following officials to visit Manufacturer's premise of Polar Mohr Maschinenvertriebsgesellschaft GmbH & Co. KG. Germany from 23 October 2019 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.	Dr. Mohammad Abdul Motalab Associate Professor Department of Mechanical Engineering.	Bangladesh University of Engineering and Technology (BUET). Dhaka.
02.	Mr. Md. Mushfiqur Rahman Senior Assistant Director (Senior Assistant Secretary)	Bangladesh Government Printing Press Department of Printing & Publications Ministry of Public Administration, Dhaka.

2. Terms & conditions:

- The period of this visit including transit will be treated as on duty.
  - Graphics Limited, Tejgaon, Dhaka will bear all the expenses of the officials 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.

  
(Kazi Mohammad Saiful Islam)  
Deputy Secretary  
Phone: 9511068  
e-mail: adminprint@mopa.gov.bd

No-05.00.0000.120.25.037.18-286/2(15)


Date : 17 October, 2019

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, Security Services Division/Public Security division, Ministry of Home Affairs, Dhaka.
03. H.E. Ambassador of Germany in Bangladesh/ H.E. Ambassador of Bangladesh in Germany.
04. Director General, Department of Printing & Publications, Tejgaon, Dhaka.

Cont. Page-02

05. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
07. Chairman, Department of Mechanical Engineering, Bangladesh University of Engineering and Technology (BUET), Dhaka.
08. Dr. Mohammad Abdul Motalab, Associate Professor, Department of Mechanical Engineering, Bangladesh University of Engineering and Technology (BUET), Dhaka.
09. P.S. to Hon'ble Minister of State, Ministry of Public Administration, Dhaka.
10. Mr. Md. Mushfiqur Rahman, Senior Assistant Director (Senior Assistant Secretary), Bangladesh Government Printing Press, Department of Printing & Publications, Tejgaon, Dhaka.
11. P.S. to Secretary, Ministry of Public Administration, Dhaka.
12. System Analyst, PACC, Ministry of Public Administration, Dhaka (with request to publish in the MOPA website).
13. Director, Hazrat Shahjalal International Airport, Dhaka.
14. Executive Director, Graphics Limited, 225, Tejgaon I/A, Dhaka-1208.

  
(Kazi Mohammad Saiful Islam)  
Deputy Secretary  
Phone: 9511068