

(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. 05.00.0000.202.00.028.17-24

Date : 21.03.2018

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 exposure visit to be held at Universiti Putra Malaysia (UPM), Malaysia from 15.04.2018 to 24.04.2018 or nearer date as part of overseas exposure visit of 64<sup>th</sup> Foundation Training Course held at BCS Administration Academy, BARD and Telecommunications Staff College & 65<sup>th</sup> Foundation Training Course (FTC) held at BCS Administration Academy under the terms and conditions described in para-02:

**Course Management**

Sl. No.	ID	Name	Designation	Place of Posting
1.		Mr. Khan Aatur Rahman	Director General	Telecommunications Staff College, Gazipur
2.	6905	Ms. Naima Hossain	Deputy Secretary	Ministry of Public Administration
3.	15066	Mr. Md. Anamul Haque	Deputy Secretary	Ministry of Public Administration
4.	15182	Mr. Towhidul Islam	Deputy Director (Deputy Secretary)	BCS Administration Academy, Shahbag, Dhaka

**Course Participants**

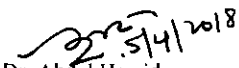
Sl. No.	ID	Name	Designation	Place of Posting
1.	18045	Ms. Rubaiya Yesmin	Assistant Commissioner	Office of the Deputy Commissioner, Gazipur
2.	18042	Mr. Md. Reduanul Halim	Assistant Commissioner	Office of the Deputy Commissioner, Bandarban
3.		Mr. Rasel Alam	Assistant Mechanical Engineer	Attached to Railway Training Academy, Chittagong
4.		Ms. Suparna Dey Simpu	Veterinary Surgeon	Upazila Livestock Office, Lakshmichari, Khagrachari
5.	0669	Mr. Mahid-Al-Hassan	Assistant Chief	Agricultural, Water Resource and Rural Institution Division, Planning Commission.
6.		Mr. F. M. Ashraful Awal Rana	Assistant Engineer	PWD, Dhaka
7.	0666	Mr. Ridwanur Rahman	Assistant Chief	Ministry of Environment and Forests
8.	18087	Ms. Akhter Zahan Shathi	Assistant Commissioner	Office of the Deputy Commissioner, Sunamganj
9.	18081	Ms. Farjana Akter Bobi	Assistant Commissioner	Office of the Deputy Commissioner, Sunamganj
10.		Mr. Md. Rahat Uz Zaman	Scientific Officer	SRDI, Chittagong
11.		Mr. Apurbo Kumar Mondal	Veterinary Surgeon	Upazila Livestock office, Kurigram Sadar, Kurigram
12.		Mr. S. M. Farhaduzzaman Azad	Assistant Engineer	PWD E/M Division-7, Dhaka
13.	17941	Ms. Sharmin Akter	Assistant Commissioner	Office of the Deputy Commissioner, Rajshahi
14.		Mr. Shahriar Hussain	Sub-Divisional Engineer	PWD, Madaripur
15.		Mr. Mohammad Mosta fizar Rahman	Assistant Commissioner of Taxes	Taxes Zone, Comilla
16.	BP-89141 66272	Ms. Shamima Akter Sumi	Assistant Superintendent of Police	Special Branch, Dhaka
17.	001-001- 705	Mr. Rajib Devnath	Assistant Chief Accounts Officer	Ministry of Home Affairs
18.	3261	Mst. Moka Shefa	Agricultural Extension Officer	Singair, Manikganj
19.		Mr. Md. Shamsul Arefin	Assistant Engineer	Reserve
20.		Ms. Shantana Sheikh	Assistant Engineer	PWD, Dhaka
21.	17685	Ms. Sarmina Sattar	Assistant Commissioner	Office of the Deputy Commissioner, Dhaka

Cont. page-02

**2. Terms & Conditions:**

- a) They will start their journey for Malaysia on a convenient date near to April 15, 2018;
- 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) They will have to submit a report on the visit to the Foreign Training Branch of the Ministry of Public Administration within five days after their return from the programme.

3. 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. 05.00.0000.202.00.028.17-24/1(100)

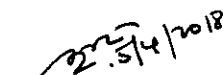
Date : 21.03.2018

**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/ BCS Administration Academy
6. Director General, Immigration and Passport, Dhaka.
7. H.E. the High Commissioner, the High Commission of Malaysia in Bangladesh, House No. 19, Road No.6, Baridhara, Dhaka.
8. H.E. the High Commissioner, High Commission of the People's Republic of Bangladesh in Malaysia, Block-1, Lorong Damai-7, Jalan Damai, 55000 Kuala Lumpur, Malaysia.
9. Divisional Commissioner, .....
10. Chairman/Director General,.....
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:**

1. Additional Secretary/Additional Secretary (CPT/APD), Ministry of Public Administration.
2. Joint Secretary (Training/PACC/Budget& Audit), 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

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

নম্বর : ০৫.০০.০০০০.২০২.০০.০০৬.১৮-১৯৭

তারিখ : ০৫.০৪.২০১৮ খ্রি.

**বিষয়: Universiti Putra Malaysia (UPM), মালয়েশিয়ায় অনুষ্ঠেয় ৬৪ ও ৬৫তম এফটিসি কোর্সের বৈদেশিক এক্সপোজার ডিজিটে অংশগ্রহণকারী কর্মকর্তাদের ত্রিফিং।**

উপর্যুক্ত বিষয়ের আলোকে জানানো যাচ্ছে যে, আগামী ১৫/০৪/২০১৮ হতে ২৪/০৪/২০১৮ তারিখ মেয়াদে Universiti Putra Malaysia (UPM), মালয়েশিয়ায় অনুষ্ঠেয় বৈদেশিক এক্সপোজার ডিজিটে অংশগ্রহণের নিমিত্ত মনোনীত নিম্নোল্লিখিত ৬৩ তম এফটিসি কোর্সের প্রশিক্ষণার্থীদের জন্য এক ত্রিফিং সেশন আগামী ১১/০৪/২০১৮ তারিখ বুধবার সকাল ১১:৩০ টায় জনপ্রশাসন মন্ত্রণালয়ের সম্মেলন কক্ষ (ভবন নম্বর-০২, ৪র্থ তলা) বাংলাদেশ সচিবালয়, ঢাকায় অনুষ্ঠিত হবে। এ ত্রিফিং সেশনে জনপ্রশাসন মন্ত্রণালয়ের উর্ধ্বতন কর্মকর্তাসহ নিম্নোল্লিখিত কর্মকর্তাগণ উপস্থিত থাকবেন:

**Course Management**

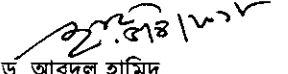
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চলমান পৃষ্ঠা-০২

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

  
ড. আবদুল হামিদ  
যুগ্মসচিব  
ফোন: ৯৫৭৪৪২৬  
[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

বিতরণ:

জনাব/বেগম, .....  
.....।

**অনুলিপি : সদয় অবগতির জন্য**

- ১। অতিরিক্ত সচিব/অতিরিক্ত সচিব (সিপিটি/প্রশাসন), জনপ্রশাসন মন্ত্রণালয়।
- ২। যুগ্মসচিব (প্রশিক্ষণ), জনপ্রশাসন মন্ত্রণালয়।
- ৩। উপসচিব, নিরাপত্তা-২ অধিশাখা, জননিরাপত্তা বিভাগ, স্বরাষ্ট্র মন্ত্রণালয় (তালিকায় উল্লিখিত কর্মকর্তাগণকে সচিবালয়ে প্রবেশানুমতির অনুরোধসহ)।
- ৪। উপসচিব, প্রশাসন-৪ অধিশাখা, জনপ্রশাসন মন্ত্রণালয় (৩০ জনের আপ্যায়নের ব্যবস্থা গ্রহণের অনুরোধসহ)।
- ৫। সিনিয়র সচিব মহোদয়ের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।