

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

No-05.00.0000.120.25.013.22-202

Date : 23 October, 2023

To : Chief Accounts and Finance Officer (CAFO)  
Ministry of Public Administration  
Segunbagicha, Dhaka.

The undersigned is directed to convey the Government's approval to the following officials for Pre-Shipment Inspection of the 01 Unit fully Automatic Paper Gathering Machine in Germany from 26 October 2023 to 02 November 2023 or from the date of commencement of journey for 07 (Seven) days excluding transit period under the following terms & conditions:

SL. No.	Name & Designation	Office Address
01.	MOHAMMAD SAHEDUL ISLAM Deputy Secretary	Ministry of Public Administration, Dhaka.
02.	MOHAMMAD MOFIZUR RAHMAN Deputy Director	Government Printing Press, Tejgaon Dhaka, Ministry of Public Administration Dhaka.
03.	BHABATOSH CHAKRABORTY Excutive Engineer	Bangladesh Industrial Technical Assistance Centre ( BITAC) Tejgaon Dhaka.
04.	MD ALI HOSSAIN Instructor (tech)	Institute Of Graphic Arts, Sat Masjid Road Mohammadpur, Dhaka.

2. Terms & Conditions:

- The period of this visit including transit will be treated as on duty.
  - Graphic Solution Limited, RM Centre(5<sup>th</sup> Floor), 101, Gulshan Avenue, Gulshan-2, Dhaka will bear all the expenses 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.

  
23/10/23

( Jati Prue)

Senior Assistant Secretary

Phone: 9511068


e-mail: [adminprint@mopa.gov.bd](mailto:adminprint@mopa.gov.bd)

NO.- 05.00.0000.120.25.013.22-202/2(19)

Date : 23 October, 2023

**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/Senior Secretary, Security Services Division/Public Security division, Ministry of Home Affairs, Dhaka.
03. H.E. the Ambassador, the Embassy of the People's Republic of Germany in Bangladesh/  
H.E. the Ambassador, the Embassy of the People's Republic of Bangladesh in Germany.
04. Additional Secretary(Administration), Ministry of Public Administration, Dhaka.
05. Director General, Department of Immigration & Passport, Agargaon, Dhaka
06. Director General, Department of Printing & Publications Tejgaon, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
08. Director General, Bangladesh Industrial Technical Assistance Centre ( BITAC) Tejgaon, Dhaka.
09. Principal, Institute Of Graphic Arts, Sat Masjid Road, Mohammadpur, Dhaka.
10. Mohammad Sahedul Islam, Deputy Secretary, Ministry of Public Administration, Dhaka.
11. DR Mohammad Mofizur Rahman, Deputy Director, Government Printing Press, Tejgaon, Dhaka. Ministry of Public Administration Dhaka.
12. Bhabatosh Chakaraborty Executive Engineer, Bangladesh Industrial Technical Assistance Centre ( BITAC) Tejgaon, Dhaka.
13. Md Ali Hossain, Instructor (tech), Institute Of Graphic Arts, Sat Masjid Road, Mohammadpur, Dhaka.
14. P.S. to Hon'ble Minister of State, Ministry of Public Administration, Dhaka.
15. Director, Hazrat Shahjalal International Airport, Dhaka
16. P.S. to Senior Secretary, Ministry of Public Administration, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (with request to publish in the MOPA website).
18. Proprietor, Graphic Solution Limited, RM Centre(5<sup>th</sup> Floor), 101, Gulshan Avenue, Gulshan-2, Dhaka.
19. Office Copy/Master Copy.

  
23/10/23  
(Jati Prue)

Senior Assistant Secretary