

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management & Relief  
(Training Branch)  
Bangladesh Secretariat, Dhaka  
[www.modmr.gov.bd](http://www.modmr.gov.bd)

Memo No. 51.00.0000.250.25.023.16

Date: 21.11.2017

To: Chief Accounts Officer  
Ministry of Disaster Management & Relief  
16, Abdul Gani Road, Dhaka-1000.

Subject: Government Order to participate in "Training Course on Disaster Risk Reduction and Management" to be held from 04-13 December, 2017 or 10 (Ten) days from the date of travelling in Thailand and Indonesia.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation from Ministry of Disaster Management and Relief to participate in "Training Course on Disaster Risk Reduction and Management" to be held from 04-13 December, 2017 or 10 (Ten) days from the date of travelling in AIT, Thailand and Indonesia.

**Name of participants:**

No	Name and Designation	Remarks
1	Mr. S M Fazlul Karim Chaudhuri, Joint Secretary, Ministry of Disaster Management and Relief	Team Leader
2	Ms. Momena Khatun, Deputy Secretary, Ministry of Disaster Management and Relief	Member
3	Mr. Ahmadul Haque, Director (Deputy Secretary), Cyclone Preparedness Programme	Member
4	Mr. Mohammad Hussain, Deputy Secretary, Ministry of Disaster Management and Relief	Member
5	Ms. Shaila Yasmin, Deputy Director (Deputy Secretary), Department of Disaster Management	Member
6	Mr. Shabbir Ahmmad, Senior Assistant Secretary, Ministry of Disaster Management and Relief	Member
7	Mr. Mohammad Omer Faruque Dewan, Senior Information Officer, Ministry of Disaster Management and Relief	Member
8	Mr. Md. Shahjahan, Assistant Secretary, Ministry of Disaster Management and Relief	Member
9	Mr. Md. Abdul Latif Siddiki, Accounts Officer, Ministry of Disaster Management and Relief	Member
10	Mr. Mohammad Wali Uddin, District Relief and Rehabilitation Officer (DRRO), Meherpur	Member
11	Mr. Mohammad Hossain, District Relief and Rehabilitation Officer (DRRO), Mymensingh	Member
12	Mr. K B M Zakir Hossain, District Relief and Rehabilitation Officer (DRRO), Cox's Bazar	Member
13	Mr. Md. Habib Ulla, Administrative Officer, Ministry of Disaster Management and Relief	Member
14	Mr. A B M Sirajul Hoque, Project Implementation Officer (PIO), Nandail, Mymensingh	Member
15	Mr. Md. Salah Uddin-Al-Wadud, Project Implementation Officer (PIO), Puthia, Rajshahi	Member
16	Mr. Md. Mashur Rahman, Project Implementation Officer (PIO), Rajoir, Madaripur	Member
17	Ms. S M Rekha Rani Halder, Project Implementation Officer (PIO), Tangail Sadar, Tangail	Member
18	Mr. Md. Jakir Hossen, Project Implementation Officer (PIO), Austogram, Kishorganj	Member
19	Mr. Md. Altaf Hossain, Project Implementation Officer (PIO), Jamalpur Sadar, Jamalpur	Member
20	Mr. Md. Nazrul Islam, Project Implementation Officer (PIO), Kuliarchor, Kishorganj	Member



2. The terms and conditions are as follows:
- While participating the training and on journey to & from, they will be treated as on duty.
  - They will draw their pay and allowances in local currency, no part of it shall be drawn in foreign currency.
  - All the expenses in this regard will be borne from MoDMR's Code no. "4840-Training expenses" of 2016-2017.
  - They will leave Dhaka for Thailand on 03 December, 2017 or on a nearer date and will leave Thailand for Dhaka on 15 December, 2017 or on a nearer date.
  - They will not be allowed to stay abroad more than 10 (Ten) days from the date of travelling.
  - They have to submit a report to the Ministry of Disaster Management and Relief within 15 (Fifteen) days of their return in the country.
  - Spouse and daughter of Ms. Momena Khatun, Mr. A F M Moniruzzaman and Sabrina Tasneem will accompany her and she will bear all the expenses.
3. This order is issued with the approval of the competent authority.

Sd/-  
(Sultana Sayeeda)  
Deputy Secretary (Training)  
Tel: +88-02-9555088  
E-mail: dstraining@modmr.gov.bd

Memo No. 51.00.0000.250.25.023.16-226


Date: 21.11.2017

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

- Senior Secretary, Ministry of Public Administration, Dhaka.
- Secretary, Ministry of Foreign Affairs/ Home Affairs, Dhaka.
- H.E. Ambassador, Thai Embassy in Dhaka, Bangladesh, House No. 14, Road No. 11, Baridhara, Dhaka-1212.
- H.E. Ambassador, Embassy of the People's Republic of Bangladesh in Thailand, 47/8, Ekamai Soi 30, Sukhumbit 63, Bangkok 10110, Thailand.
- H.E. Ambassador, Indonesian Embassy in Dhaka, Road No. 53 Plot No. 14 Gulshan – 2, Dhaka 1212.
- H.E. Ambassador, Bangladeshi Embassy in Jakarta, Indonesia, Jalan Karang Asem Utara, Blok C4, No-12, Kav 42, Kuningan, Jakarta Selatan 12950, Indonesia.
- Director General (Counselor), Ministry of Foreign Affairs, Dhaka.
- Director General, Immigration and Passport, Agargaon, Dhaka.
- Dr. Jonathan Shaw, Executive Director, Asian Institute of Technology (AIT), P.O. Box 4, Klong Nueng, Klong Luang, Pathumthani 12120, Thailand.
- Mr. S M Fazlul Karim Chaudhuri, Joint Secretary, Ministry of Disaster Management and Relief, Dhaka.
- Deputy Commissioner,..... (Concern District).
- Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbale).
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Ms. Momena Khatun, Deputy Secretary, Ministry of Disaster Management and Relief, Dhaka.
- Mr. Ahmadul Haque, Director (Deputy Secretary), Cyclone Preparedness Programme
- Mr. Mohammad Hussain, Deputy Secretary, Ministry of Disaster Management and Relief, Dhaka.
- Ms. Shaila Yasmin, Deputy Director (Deputy Secretary), Department of Disaster Management, Dhaka.
- Mr. Shabbir Ahmmad, Senior Assistant Secretary, Ministry of Disaster Management and Relief, Dhaka.
- Mr. Mohammad Omer Faruque Dewan, Senior Information Officer, Ministry of Disaster Management and Relief, Dhaka.
- System Analyst, Ministry of Disaster Management & Relief, Dhaka (For uploading to website).
- Mr. Md. Shahjahan, Assistant Secretary, Ministry of Disaster Management and Relief, Dhaka.
- Mr. Md. Abdul Latif Siddiki, Accounts Officer, Ministry of Disaster Management and Relief, Dhaka.
- Mr. Mohammad Wali Uddin, District Relief and Rehabilitation Officer (DRRO), Meherpur.
- Mr. Mohammad Hossain, District Relief and Rehabilitation Officer (DRRO), Mymensingh.
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- Mr. Md. Mashiur Rahman, Project Implementation Officer (PIO), Rajoir, Madaripur.
- Ms. S M Rekha Rani Halder, Project Implementation Officer (PIO), Tangail Sadar, Tangail.



- 31 Mr. Md. Jakir Hossen, Project Implementation Officer (PIO), Austogram, Kishorganj.
- 32 Mr. Md. Altaf Hossain, Project Implementation Officer (PIO), Jamalpur Sadar, Jamalpur.
- 33 Mr. Md. Nazrul Islam, Project Implementation Officer (PIO), Kuliarchor, Kishorganj.
- 34 Mr. A F M Moniruzzaman, Spouse of Ms. Momena Khatun.
- 35 Sabrina Tasneem, Daughter of Ms. Momena Khatun.

  
21.11.17  
(Sultana Sayeeda)  
Deputy Secretary (Training)