

Government of the People's Republic of Bangladesh
Ministry of Disaster Management and Relief
(Training Branch)
Bangladesh Secretariat, Dhaka
www.modmr.gov.bd

Memo No-51.00.0000.250.25.024.11(Part-1)

Date- 26/09/2017

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

Subject: Government Order to participate in Issue-focused Training Course on "Gender and Diversity Disaster Risk Reduction" (J1704361) from 10-29 October, 2017 in Japan.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in respect of Ms. Sultana Sayeeda , Deputy Secretary, Ministry of Disaster Management and Relief to participate in Issue-focused Training Course on "Gender and Diversity Disaster Risk Reduction" (J1704361) from 10-29 October, 2017 in Japan under the following terms and conditions:

- a. While participating in the training on journey to & from she will be treated as on duty.
 - b. She will draw her pay & allowances in local currency, no part of it shall be drawn in foreign currency.
 - c. Organizing authority will bear all the expenses of the participation.
 - d. She will leave Dhaka for Japan on 09 October, 2017 or on a nearer date and will leave Japan for Dhaka on 30 October, 2017 or on a nearer date.
 - e. She will not be allowed to stay abroad more than approved period.
 - f. She has to submit a report to the Ministry of Disaster Management and Relief within 15 (Fifteen) days of her return in the country.
02. This order is issued with approval of the competent authority.

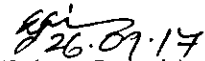
Sd/-
(Sultana Sayeeda)
Deputy Secretary (Training)
Tel: +88-02-9555088
e-mail: dstaining@modmr.gov.bd

Memo No-51.00.0000.250.25.024.11(Part-1)-190

Date- 26/09/2017

Copy forwarded for kind information and necessary action to: (Not according to seniority):

01. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Secretary, Ministry of Foreign Affairs/Home Affairs, Dhaka.
03. H.E. Ambassador, Embassy of Japan in Bangladesh, plot No. 5 & 7, Dutabash Road, Baridhara, Dhaka-1212.
04. H.E. Ambassador, Embassy of the People's Republic of Bangladesh in Japan, 4/15/15 Meguro, Meguro-ku, Tokyo-153-0063.
05. Director General, Immigration and Passport, Agargaon, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
07. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbale).
08. Director, Hazrat Shahjalal International Airport, Dhaka.
09. Ms .Sultana Sayeeda, Deputy Secretary, Ministry of Disaster Management and Relief, Dhaka.
10. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
- ✓ System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).


26.09.17
(Sultana Sayeeda)
Deputy Secretary (Training)