

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. 51.00.0000.321.38.028.15

Dated: 30.10.2016

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

Subject: Sanction of Bangladesh Delegation for participating Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi, India.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation led by hon'ble minister to participate in Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi, India as stated below:

No	Name of Participants	Name of Sponsor Organization
1	Mr. Dharendra Debnath Shambhu, MP, Honorable Chairman, Standing Committee on Ministry of Disaster Management & Relief	UNDP
2	Mr. Md. Zakir Hossain Akhanda, Addl. Secretary (Relief), Ministry of Disaster Management & Relief, Dhaka	UNDP

4. The terms and conditions are as follows:


- While participating the conference 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 expenses of the participants in connection with this conference will be borne by UNDP.
- Delegation will leave Dhaka for India on 1 November, 2016 or on a nearer date and will leave India for Dhaka on 6 November, 2016 or on a nearer date.
- Each participant has to submit a report within 15 (Fifteen) days on return.

5. This order is issued with the approval of the competent authority.

Sd/-  
(Sultana Sayeeda)  
Deputy Secretary  
Phone: +88-02-9555088  
E-mail: [dstraining@modmr.gov.bd](mailto:dstraining@modmr.gov.bd)

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

1. Mr. Mofazzal Hossain Chowdhury Maya, Bir Bikram, MP and Hon'ble Minister for Ministry of Disaster Management & Relief, Bangladesh
2. Mr. Dhirendra Debnath Shambhu, MP, Honorable Chairman, Standing Committee on Ministry of Disaster Management & Relief, Bangladesh Parliament.
3. Cabinet Secretary, Cabinet Division/Principal Secretary, Prime Minister's Office, Dhaka.
4. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
5. Senior Secretary, Ministry of Public Administration/Home Affairs/Finance Division, Dhaka.
6. Secretary, Ministry of Foreign Affairs, Dhaka.
7. H.E. High Commissioner for the People's Republic of Bangladesh in new Delhi, EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi, Delhi 110021, India.
8. H.E. High Commissioner of India in Bangladesh, House no-2, Road-142, Gulshan-1, Dhaka-1212.
9. Mr. Md. Zakir Hossain Akhanda, Addl. Secretary (Relief), Ministry of Disaster Management & Relief, Dhaka
10. Director General (Counselor), Ministry of Foreign Affairs, Dhaka.
11. Director, Hazrat Shahjalal International Airport, Dhaka.
12. System Analyst, Ministry of Disaster Management & Relief, Dhaka.
13. PS to Secretary, Ministry of Disaster Management & Relief, Dhaka.
14. PS to President of Parliamentary Standing Committee for the Ministry of Disaster Management & Relief.
15. UNDP, Dhaka office, Dhaka
16. PS to hon'ble Speaker, Bangladesh National Parliament.
17. Protocol Officer, Ministry of Disaster Management & Relief, Dhaka.
18. System Analyst, Ministry of Disaster Management & Relief, Dhaka (For uploading to website).

  
30.10.16  
(Sultana Sayeeda)  
Deputy Secretary  
Phone: 9555088