

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

Memo No-51.00.0000.250.24.005.16(part-1)

Date: 08.08.2016

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

Subject: Government Order to visit in Vietnam for monitoring "Training on Disaster Control and Management"

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation to visit in Vietnam for monitoring "Training on Disaster Control and Management" from 16-20 August, 2016 at AIT in Vietnam.

02. Name of Participants:

Sl. No	Name and designation	Remarks
1	Mr. Md. Golam Mostofa, Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.	Team Leader
2	Mr. Md. Reaz Ahmed, Director General (Additional Secretary), Directorate of Disaster Management, Dhaka	Member
3	Mr. Satyabrata Saha, Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.	Member
4	Mr. Md. Abu Taher, PS to Hon' ble Minister (Joint Secretary), Ministry of Disaster Management and Relief, Dhaka.	Member
5	Mr. Md. Olid Bin Asad, System Analyst, Ministry of Disaster Management and Relief, Dhaka.	Member

03. Terms and conditions:


- a. While participating in the visit and on journey to & from they will be treated as on duty.
- b. They will draw their pay & allowances in local currency, no part of it shall be drawn in foreign currency.
- c. All the expenses in this regard will be borne from MoDMR's code no. "4840-Training expenses" of fiscal year 2015-2016.
- d. They will leave Dhaka for Vietnam on 15 August, 2016 or on a nearer date and will leave Vietnam for Dhaka on 21 August, 2016 or on a nearer date.
- e. They will not be allowed to stay abroad more than the approved period.
- f. They have to submit a report to the Ministry of Disaster Management and Relief within 15 (Fifteen) days of return in the country.

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

Sd/-  
(Sultana Sayeeda)  
Deputy Secretary (Training)  
Tel: +88029555088  
e-mail: [dstraining@modmr.gov.bd](mailto:dstraining@modmr.gov.bd)

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

01. Cabinet Secretary, Cabinet Division/Principal Secretary, Prime Minister's Office, Dhaka.
02. Senior Secretary, Ministry of Public Administration/Home Affairs, Dhaka.
03. Secretary, Ministry of Foreign Affairs, Dhaka.
04. H.E. The Ambassador of Vietnam in Bangladesh, No.14 C.W.S(B) Road 33/24, Gulshan Model Town, Dhaka 1212, Bangladesh.
05. H.E. The Ambassador People's Republic of Bangladesh in Vietnam, Villa # D6B-05, Vuon Dao Compound, Subway # 675 Lac Long Quan, Tay Ho, Hanoi, Vietnam.
06. Director General, Immigration and Passport, Agargaon, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
08. Mr. Md. Golam Mostofa, Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.
09. Mr. Md. Reaz Ahmed, Director General, Department of Disaster Management, 92-93, Mohakhali C/A, Dhaka.
10. Mr. Satyabrata Saha, Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.
11. Mr. Md. Abu Taher, PS to Hon' ble Minister(Secretary Joint), Ministry of Disaster Management and Relief, Dhaka.
12. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbal).
13. Director, Hazrat Shahjalal International Airport, Dhaka.
14. PS to Hon'ble Minister, Ministry of Disaster Management and Relief, Dhaka.
15. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
16. Mr. Md. Oild Bin Asad, System Analyst, Ministry of Disaster Management and Relief, Dhaka.
17. System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).

  
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(Sultana Sayeeda)  
Deputy Secretary (Training)