

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. 51.00.0000.250.25.052.14-

Dated: 04.02.2016

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

Subject: Government Order to participate in "Program on Gender and Diversity in Disaster Risk Reduction" to be held from 22 February-04 March, 2016 in Japan.

This is to convey the sanction of the Government of the People's Republic of Bangladesh in respect of Mr. Satyabrata Saha, Additional Secretary, Ministry of Disaster Management and Relief to participate in "Program on Gender and Diversity in Disaster Risk Reduction" to be held from 22 February-04 March, 2016 in Japan under the following terms and conditions:

- a. While participating in the Program and on journey to & from he will be treated as on duty.
- b. He will draw his pay & allowances in local currency, no part of it shall be drawn in foreign currency.
- c. Japan International Cooperation Agency (JICA) will bear all the expenses of the participations.
- d. He will leave Dhaka for Japan on 21 February, 2016 or on a nearer date and will leave Japan for Dhaka on 05 March, 2016 or on a nearer date.
- e. He will not be allowed to stay abroad more than the approved period.
- f. He has to submit a report to the Ministry of Disaster Management and Relief within 15 (Fifteen) days after his arrival in the country.

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

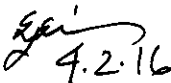
(Sultana Sayeeda)
Deputy Secretary (Training)
Tel: 9555088
e-mail: dstraining@modmr.gov.bd

Memo No. 51.00.0000.250.25.052.14- 19

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

1. Cabinet Secretary, Cabinet Division/Principal Secretary, Prime Minister's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Home Affairs, Dhaka.
3. Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E.Ambassador, Embassy of Japan in Bangladesh, plot No. 5 & 7, Dutabash Road, Baridhara, Dhaka-1212.
5. H.E.Ambassador, Embassy of the Peoples Republic of Bangladesh in Japan, 4-15-15 Meguro, Meguro-Ku, Tokyo-153-0063.
6. Mr. Satyabrata Saha, Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.
7. Additional Secretary, Ministry of Disaster Management and Relief, Dhaka.
8. Additional Secretary (DM), Ministry of Disaster Management and Relief, Dhaka.
9. Director General (Additional Secretary), Department of Disaster Management, 92-93, Mohakhali C/A, Dhaka.
10. Director General, Immigration and Passport, Agargaon, Dhaka.
11. Director General (Consular), Ministry of Foreign Affairs, Dhaka .
12. Joint Secretary (All), Ministry of Disaster Management and Relief, Dhaka.
13. Director (Asia), M/O Foreign Affairs, Dhaka. (With request to issue Note Verbale).
14. Director, Hazrat Shahjalal International Airport, Dhaka.
15. PS to Hon'ble Minister, Ministry of Disaster Management and Relief, Dhaka.
16. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
17. System Analyst, Ministry of Disaster Management and Relief, Dhaka.


4.2.16
(Sultana Sayeeda)
Deputy Secretary (Training)