

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-51.00.0000.250.25.052.14-

Date- 29/09/2016

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

Subject: Government Order to participate in "The 4th Meeting of the Expert Group on Disaster-Related Statistics in Asia and the Pacific and its preparatory country consultation" to be held in Mandaluyong, Philippines from 03-06 October, 2016.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in respect of Mr. Sultan Mahmud, Joint Secretary, Ministry of Disaster Management and Relief to participate in "The 4th meeting of the Expert Group on Disaster-Related Statistics in Asia and the Pacific and its preparatory country consultation" to be held in Mandaluyong, Philippines from 03-06 October, 2016 under the following terms and conditions:

- a. While participating in the meeting 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. United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) will bear all the expenses of the participation.
  - d. He will leave Dhaka for Philippines on 02 October, 2016 or on a nearer date and will leave Philippines for Dhaka on 07 October, 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 of his return in the country.
02. This order is issued with approval of the competent authority.

Sd/-  
(Momena Khatun)  
Deputy Secretary (Training)  
Tel: +88-02-9555088  
e-mail: [dstraining@modmr.gov.bd](mailto:dstraining@modmr.gov.bd)

Memo No-51.00.0000.250.25.052.14-208

Date- 29/09/2016

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

01. Senior Secretary, Ministry of Public Administration/Home Affairs, Dhaka.
02. Secretary, Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador of Bangladesh Embassy in Manila, Philippines, Universal-Re Building, 2/F, 106 Pasco de Roxas, corner Perea Street Legaspi Village, Makati City, Metro Manila, Philippines.
04. H.E. Ambassador of Philippine Embassy in Dhaka, Bangladesh, House 2F, NE(D), Road 73 (G), Gulshan 2, Dhaka 1212, Bangladesh.
05. Director General, Immigration and Passport, Agargaon, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
07. Mr. Sultan Mahmud, Joint Secretary, Ministry of Disaster Management and Relief, Dhaka.
08. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbale).
09. Director, Hazrat Shahjalal International Airport, Dhaka.
10. PS to Hon'ble Minister, Ministry of Disaster Management and Relief, Dhaka.
11. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
12. System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).

*Momena Khatun* 29.09.2016  
(Momena Khatun)  
Deputy Secretary (Training)