

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-51.00.0000.250.25.053.14-

Date- 16-02-2017

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

Subject: Government Order to participate in "Study Visit on Incident Management Systems at The Philippines" to be held in Manila, Philippines from 06-10 March, 2017.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation from Ministry of Disaster Management and Relief to participate in "Study Visit on Incident Management Systems at The Philippines" to be held in Manila, Philippines from 06-10 March, 2017 under the following terms and conditions:

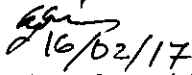
SI No.	Name	Address
1	Dr. Ardhendu Shekhar Roy Joint Secretary	Ministry of Disaster Management and Relief
2	Mr. Md. Abdul Mannan Project Director (Deputy Secretary)	Urban Resilience Project: DDM Part
3	Mr. Mohammad Hussain Deputy Secretary	Ministry of Disaster Management and Relief
4	Mr. Abdul Quader Senior Assistant Secretary	Ministry of Disaster Management and Relief

- a. While participating in the study visit on journey to & from they will be treated as on duty.
  - b. They will draw his 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 participations.
  - d. They will leave Dhaka for Manila, Philippines on 05 March, 2017 or on a nearer date and will leave Manila, Philippines for Dhaka on 11 March, 2017 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.
02. This order is issued with approval of the competent authority.

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

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 Paseo 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.
05. Director General, Department of Disaster Management, 92-93 Mohakhali, C/A, Dhaka.
06. Director General, Immigration and Passport, Agargaon, Dhaka.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
08. Dr. Ardhendu Shekhar Roy, Joint Secretary, Ministry of Disaster Management and Relief, Dhaka.
09. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbal).
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Mr. Md. Abdul Mannan, Project Director (Deputy Secretary), Urban Resilience Project: DDM Part, House no. 121 (3<sup>rd</sup> Floor), Road no. 21, Mohakhali, DOHS, Dhaka.
12. Mr. Mohammad Hussain, Deputy Secretary, Ministry of Disaster Management and Relief, Dhaka.
13. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
14. Mr. Abdul Quader, Senior Assistant Secretary, Ministry of Disaster Management and Relief, Dhaka.
15. System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).

  
16/02/17  
(Sultana Sayeeda)  
Deputy Secretary (Training)