

Government of the People's Republic of Bangladesh
Ministry of Disaster Management & Relief
Bangladesh Secretariat, Dhaka
www.modmr.gov.bd

Memo No. 51.00.0000.250.25.020.11-59

Dated: 20.09.2015

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

Subject: Open ended Inter-governmental Expert Working Group on Indicators and Terminology of the Sendai Framework For Disaster Risk Reduction 2015-2030 to be held from 28-30 September, 2015 in Geneva, Switzerland.

The Undersigned is directed to convey the order of the Government of the People's Republic of Bangladesh in respect of Mr. Md. Golam Mostafa, Additional Secretary(MoDMR) to participate in the Open ended Inter-governmental Expert Working Group on Indicators and Terminology of the Sendai Framework For Disaster Risk Reduction 2015-2030 to be held from 28-30 September, 2015 in Geneva, Switzerland under the following terms and conditions:

- a. While participating in the programme 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. UNISDR will bear the expenses of the participant in the programme where as additional expenses will be borne by Bangladesh Government.
 - d. He will leave Dhaka for Geneva on 27 September, 2015 or on a nearer date and will leave Geneva for Dhaka on 01 October, 2015 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 their arrival in the country.
2. This order is issued with approval of the competent authority.


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

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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 Switzerland, Bay's Edgewater, 8th Floor, Plot 12, North Avenue, Gulshan 2, Dhaka 1212, Bangladesh.
5. Additional Secretary(Admn.), Ministry of Disaster Management & Relief, Dhaka.
6. Additional Secretary(DM), Ministry of Disaster Management & Relief, Dhaka.
7. Mr. Md Golam Mostafa, Additional Secretary, Ministry of Disaster Management & Relief
8. Director General (Additional Secretary) Department of Disaster Management, 92-93, Mohakhali C/A, Dhaka.
9. H.E. Ambassador, Embassy of Government of the People's Republic of Bangladesh, Permanent Mission Geneva, 3rd Floor, 65, Rue de Lausanne, 1202 Geneva, Switzerland.
10. Director General (Consular) Ministry of Foreign Affairs, Dhaka.
11. Director General, Immigration and Passport, Agargaon, Dhaka.
11. Director, Hazrat Shahjalal International Airport, Dhaka
12. PS to Hon'ble Minister, Ministry of Disaster Management & Relief, Dhaka.
13. The Chief Accounts Officer, Ministry of Disaster Management and Relief, 16, Abdul Gani Road, Dhaka-1000
14. PS to Secretary, Ministry of Disaster Management & Relief, Dhaka.
15. System Analyst, Ministry of Disaster Management & Relief, Dhaka.
16. Protocol Officer, Ministry of Disaster Management & Relief, Dhaka.


(Sultana Sayeeda)
Deputy Secretary (Training)