

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

Memo No. 51.00.0000.250.24.011.15

Dated: 30.10.2016

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

Subject: Sanction of Bangladesh Delegation for participating Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi, India.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation led by hon'ble minister to participate in Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi and 6<sup>th</sup> November 2016 to visit Disaster Management Centre and Urban Management Centre of Administrative Training Institute of Kolkata and will meet the respective authorities at kolkata in India as stated below:

No	Name of Participants	Name of Sponsor Organization
1	Mr. Satyabrata Saha, Addl. Secretary, Ministry of Disaster Management & Relief, Dhaka.	JICA
2	Mr. Md. Abu Taher, Joint Secretary and P.S.to Minister, Ministry of Disaster Management & Relief	Government of Bangladesh
3	Mr. Md. Mohsin, Joint Secretary, Ministry of Disaster Management & Relief.	JICA
4	Mr. Mr. Naoki Matsumura, Country Programme Coordinator (Disaster Management), JICA, Dhaka	JICA

4. The terms and conditions are as follows:
- While participating the conference and on journey to & from, they will be treated as on duty.
  - They will draw their pay and allowances in local currency, no part of it shall be drawn in foreign currency.
  - All expenses of the participants in connection with this conference will be borne by the sponsoring Organization (shown beside of their names).
  - They will leave Dhaka for India on 1 November, 2016 or on a nearer date and will leave India for Dhaka on 9th November, 2016 or on a nearer date.
  - Each participant has to submit a report within 15 (Fifteen) days on return.
5. This order is issued with the approval of the competent authority.

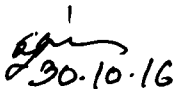
Sd/-  
(Sultana Sayeeda)  
Deputy Secretary  
Phone: +88-02-9555088  
E-mail: [dstraining@modmr.gov.bd](mailto:dstraining@modmr.gov.bd)

Memo No. 51.00.0000.250.24.011.15-235

Dated: 30.10.2016

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. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Public Administration/Home Affairs/Finance Division, Dhaka.
4. Secretary, Ministry of Foreign Affairs/ Local Government Division, Dhaka.
5. H.E. High Commissioner for the People's Republic of Bangladesh in new Delhi, EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi, Delhi 110021, India.
6. H.E. High Commissioner of India in Bangladesh, House no-2, Road-142, Gulshan-1, Dhaka-1212.
7. Director General (Counselor), Ministry of Foreign Affairs, Dhaka.
8. Director, Hazrat Shahjalal International Airport, Dhaka.
9. Mr. Satyabrata Saha, Addl. Secretary, Ministry of Disaster Management & Relief, Dhaka.
10. Mr. Md. Abu Taher, Joint Secretary and P.S.to Minister, Ministry of Disaster Management & Relief
11. Mr. Md. Mohsin, Joint Secretary, Ministry of Disaster Management & Relief.
12. Mr. Md Aowlad Hossain Khan, Joint Secretary, Ministry of Disaster Management & Relief
13. Mr. Mr. Naoki Matsumura, Country Programme Coordinator (Disaster Management), JICA, Dhaka
14. PS to Secretary, Ministry of Disaster Management & Relief, Dhaka.
15. PS to President of Parliamentary Standing Committee for the Ministry of Disaster Management & Relief.
16. JICA, Dhaka office, Dhaka
17. PS to hon'ble Speaker, Bangladesh National Parliament.
18. Mr. Mohammad Omar Faruque Dewan, Senior Information Officer , Ministry of Disaster Management & Relief
19. System Analyst, Ministry of Disaster Management & Relief, Dhaka (For uploading to website).
20. Mr. Ali Ahmad, PS Honorable Chairman, Standing Committee on Ministry of Disaster Management & Relief

  
30.10.16  
(Sultana Sayeeda)  
Deputy Secretary  
Phone: 9555088