

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-51.00.0000.250.25.020.15

Date- 20/09/2017

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

Subject: Government Order to participate in "Asian Conference on disaster Reduction 2017 (ACDR 2017)" from 02-03 October, 2017 in Baku, Azerbaijan.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in respect of Mr. Shabbir Ahmmad, Senior Assistant Secretary, Ministry of Disaster Management and Relief to participate in "Asian Conference on disaster Reduction 2017 (ACDR 2017)" from 02-03 October, 2017 in Baku, Azerbaijan under the following terms and conditions:

- a. While participating in the conference 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. Bangladesh government will bear all the expenses of the participation.
 - d. He will leave Dhaka for Baku, Azerbaijan on 01 October, 2017 or on a nearer date and will leave Baku, Azerbaijan for Dhaka on 04 October, 2017 or on a nearer date.
 - e. He will not be allowed to stay abroad more than 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/-
(Sultana Sayeeda)
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Copy forwarded for kind information and necessary action to: (Not according to seniority):

01. Senior Secretary, Ministry of Public Administration, Dhaka.
02. Secretary, Ministry of Foreign Affairs/Home Affairs, Dhaka.
03. H.E. Consular, Bangladeshi Honorary Consulate in Baku, Azerbaijan, Gulu Guliyev Street 40, Baku 1007, Azerbaijan.
04. H.E. Ambassador, Azerbaijani Embassy in New Delhi, India, 41, Pshimi Marg, Vasant Vihar, New Delhi 110057, India.
05. Director General, Immigration and Passport, Agargaon, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
07. Director (Europe), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbale).
08. Director, Hazrat Shahjalal International Airport, Dhaka.
09. Mr. Shabbir Ahmmad, Senior Assistant Secretary, Ministry of Disaster Management and Relief, Dhaka.
10. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
11. System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).


(Sultana Sayeeda)
Deputy Secretary (Training)