

No: 20 00.0000.331.25.006.17-626

Date: 26 November 2017

From : Md. Taufiqul Islam  
Deputy SecretaryTo: Chief Accounts Officer  
Planning Division  
CGA Bhaban, Shegun Bagicha, Dhaka.Sub:- **Sanction to attend the study tour "Post Graduate Diploma in ICT for Development (PGDICT4D)" to be held in Malaysia from 5-12 December 2017.**

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of the following officials to attend the study tour "Post Graduate Diploma in ICT for Development (PGDICT4D)" to be held in Malaysia from 5-12 December 2017 or a nearest suitable date. The officials are:

**Course Management**

- 1 Kazi Muhammad Salatuzzaman, System Analyst (Course Director), National Academy for Planning and Development (NAPD)
- 2 Mr. Md. Sultan Salauddin, Computer Operator (Technical Assistant), National Academy for Planning and Development (NAPD)

**Trainees**

- 3 Mr. Mushfiq Ahmed Shamim, Joint Secretary, Ministry of Land
  - 4 Mr. M. Farid Ahmed, Additional P.M.G. Central Circle, Postal Directorate, Dhaka-1000
  - 5 Mr. Md. Asaduzzaman, Deputy Director (Deputy Secretary), (Admin & Finance) Department of Jute
  - 6 Mr. M. Nazem Ahmed, Additional Superintendent of Police, Police Headquarters
  - 7 Mr. Kaium Miah, Upazila Agriculture Officer, Department of Agricultural Extension, Khamarbari, Dhaka
  - 8 Mr. Mohammad Golam Rahman, Admin. Officer, Biman Bangladesh Airlines Ltd. Kurmitola, Dhaka.
  - 9 Mr. Mohammad Sarowar Jahan, Sub-Divisional Engineer, Roads & Highways Department
  - 10 Mr. Md. Mohibur Rahman Talukdar, Senior Officer, Ansar-VDP Unnayan Bank
  - 11 Mr. Mithu Kumar Das, Assistant Manager (Accounts), Bangladesh Oil, Gas & Mineral Corporation, 3 Kawranbazar C/A, Dhaka-1215
  - 12 Mr. Iqbal Hossain Rabin, Assistant Manager, Bangladesh Oil, Gas & Mineral Corporation, 3 Kawran Bazar C/A, Dhaka-1215
  - 13 Mr. Md. Abdullah Al-Mamun, Deputy Manager (Admin), Bangladesh Jute Mills Corporation (BJMC), Motijheel C/A, Dhaka-1000
  - 14 Mr. Md Abdullah Al Hasan, Assistant Accounts Officer, Bangladesh Jute Mills Corporation (BJMC), Motijheel C/A, Dhaka-1000
  - 15 Mr. Md. Rashidul Islam, Assistant Manager (Administration), Bangladesh Jute Mills Corporation (BJMC) Motijheel C/A, Dhaka-1000
  - 16 Mr. Sanjit Chandra Pandit, Section Officer (Planning-1), Postal Directorate, Dhaka.
  - 17 Mr. Md. Jahangir Kabir, Publication Officer, Department of Agricultural Extension, Khamarbari, Dhaka.
  - 18 Mr. Sayed Abdul Baten, Software Programmer (OCP), IBCS-Primax Software (BD) Ltd, Dhanmodi, Dhaka.
  - 19 Mr. Md. Kabir Uddin Howlader, Personal Officer, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka-1000
  - 20 Mr. Mohammed Abul Hossain, Personal Officer, Bangladesh Land Port Authority, Ministry of Shipping TCB Bhaban (5th floor), Kawranbazar, Dhaka-1215
  - 21 Mr. Abul Hasnat Mahmud, Administrative Officer, Bangladesh Land Port Authority, Ministry of Shipping TCB Bhaban (5th floor), Kawranbazar, Dhaka-1215
  - 22 Mr. Md. Shahedur Rahman, Computer Operator, Directorate General of Nursing and Midwifery, Sher-E-Bangla Nagor, Dhaka
02. In addition the following member will accompany with the delegation:  
1. Ms. Akhitar Aker (Wife of Mr. Md. Asaduzzaman), Md. Asaduzzaman Deputy Director (Deputy Secretary), (Admin & Finance) Department of Jute.
03. **The terms and conditions are mentioned below:**
- (a). They will leave Dhaka for Malaysia on 04 December 2017 or a nearest suitable date and return to Dhaka on 13 December 2017 or a date close to it.
  - (b). The period of their visit and the time spent for travel and transit will be treated as on duty.
  - (c). They will draw their pay and allowances in local currency. No part of their salary will be paid in foreign currency during that period.
  - (d). All Expenses will be borne by S.N -1 to 17 and 19 by their respective Ministry/Division/Organization: and for S.N-18 and 20-22 by themselves. Airfare, Hotel Rent of Course Director and only airfare Course technical Assistant will be borne by NAPD and other expenses will be borne by themselves. The expenses of Ms. Akhitar Aker will be borne by Md. Asaduzzaman.

(P.T.G.)

- (e). They will not be allowed to stay abroad more than the approved period.  
04. This sanction letter is issued with the approval of the competent authority.

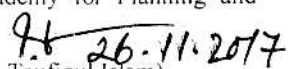
Sd/-  
(Md. Taufiqul Islam)  
Deputy Secretary  
Phone: 9115716  
Mobile: 01797-435903  
e-mail:taufiq28@gmail.com

No: : 20.00.0000.331.25.006.17-626

Date: 26 November 2017

Copy forwarded for kind information & necessary action to (Not according to Seniority):

1. Sr. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Land, Bangladesh Secretariat, Dhaka.
3. Director General (Secretary to the Government), National Academy for Planning and Development (NAPD), Nilkhet, Dhaka.
4. Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
5. Secretary, Road Transport and Highways Division, Ministry of Road Transport and Bridges, Dhaka-1000.
6. Inspector General of Police, Police Headquarters, 6 phoenix road, Dhaka.
7. Additional Secretary, Planning Division, Dhaka.
8. Chief Engineer, Roads & Highways Department, SarakBhaban, Tejgaon, Dhaka-1208.
9. H.E. The High Commissioner, High Commission of the People's Republic of Bangladesh in Malaysia (By Bag).
10. H.E. The High Commissioner, High Commission of the People's Republic of Malaysia in Bangladesh.
11. Chairman, Bangladesh Jute Mills Corporation (BJMC), Adamjee Court (Annexe-1), Motijheel, Dhaka-1000.
12. Chairman, Bangladesh Land Port Authority, Ministry of Shipping, TCB Bhaban (5th floor), Kawranbazar, Dhaka-1215.
13. Managing Director & CEO, Biman Bangladesh Airlines LTD, Head Office, Balaka, Kurmitola, Dhaka-1229.
14. Mr. Mushfique Ahmed Shamim, Joint Secretary, Ministry of Land, Bangladesh Secretariat, Dhaka.
15. Director General, Immigration and Passport, Agargaon, Dhaka.
16. DIG, Special Branch, Rajarbag, Dhaka.
17. Director General, Department of Jute, Motijheel C/A, Dhaka-1000
18. Director General, Postal Directorate, Dhaka-1000.
19. Director General, Department of Agricultural Extension, Khamarbari, Dhaka.
20. PS to Hon'ble Minister, Ministry of Planning, Dhaka.
21. Mr. M. Farid Ahmed, Additional P.M.G. Central Circle-Dhaka, Bangladesh
22. Mr. Md. Asaduzzaman, Deputy Director (Deputy Secretary), (Admin & Finance) Department of Jute, Motijheel C/A, Dhaka-1000
23. Ms. Akhitar Akter (Wife of Mr. Md. Asaduzzaman), Md. Asaduzzaman Deputy Director (Deputy Secretary), (Admin & Finance) Department of Jute, Motijheel C/A, Dhaka-1000
24. Mr. M. Nazem Ahmed, Additional Superintendent of Police, Police Headquarters, Dhaka.
25. Mr. Kaium Miah, Upazila Agriculture Officer, Department of Agricultural Extension, Khamarbari, Dhaka.
26. Kazi Muhammad Salatuzzaman, System Analyst (Course Director), National Academy for Planning and Development (NAPD), Nilkhet, Dhaka.
27. Director (Consular & MRP), Ministry of Foreign Affairs, Dhaka (with the request to issue note verbal).
28. Director, Hazrat Shahjalal International Airport, Dhaka.
29. Deputy Secretary (Protocol), Planning Division, Dhaka.
30. PS to Secretary, Planning Division, Dhaka.
31. Mr. Mohammad Sarowar Jahan, Sub-Divisional Engineer, Roads & Highways Department
32. Mr. Mohammad Golam Rahman, Admin. Officer, Biman Bangladesh Airlines Ltd, Kurmitola, Dhaka.
33. Mr. Md. Mohibur Rahman Talukdar, Senior Officer, Ansar-VDP Unnayan Bank, Dhaka.
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44. Mr. Abul Hasnat Mahmud, Administrative Officer, Bangladesh Land Port Authority, Ministry of Shipping TCB Bhaban (5th floor), Kawranbazar, Dhaka-1215
45. Mr. Md. Shahedur Rahman, Computer Operator, Directorate General of Nursing and Midwifery, Sher-E-Bangla Nagor, Dhaka
46. Mr. Md. Sultan Salauddin, Computer Operator (Technical Assistant), National Academy for Planning and Development (NAPD), Nilkhet, Dhaka.

  
(Md. Taufiqul Islam)  
Deputy Secretary