

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
Admin Section
(www.mole.gov.bd)

No:40.00.0000.011.25.002.16-900

Date: 10/02/1425
24/05/2018

To : Chief Accounts Officer
Ministry of Labour & Employment
CGA Office Bhaban
Segunbagicha, Dhaka.

Subject: Permission to Participate in "Employment Injury Schemes and the Prevention of Occupational Accidents and Diseases" to be held in Turin, Italy from 11-22 June 2018.

The undersigned is directed to convey the permission of A.T.M Saiful Islam, Deputy Secretary, Ministry of Labour and Employment to participate in "Employment Injury Schemes and the Prevention of Occupational Accidents and Diseases" to be held in Turin, Italy from 11-22 June 2018.

2. The terms and conditions of this permission are mentioned below:
 - i) The visit will commence on 10 June 2018 or from the date of departure;
 - ii) He will leave Italy for Dhaka on 23 June 2018 or on any date nearby;
 - iii) The period including transit will be treated as on duty;
 - iv) He will draw his usual pay and allowances from Bangladesh in local currency;
 - v) On return from abroad he will submit a report to the Secretary, Ministry of Labour and Employment on the activities of the training Programme.
 - vi) All the expenses will be borne by ITC, ILO.
 - vii) He is entitled to draw pocket allowance equivalent to 30% of the comprehensive allowance as instructed in the office memorandum no. AMa/AaBi/Ex.Control-2/2(19)/2000-04/part-1/221(1000) of the Finance Division dated: 9 October 2012(Paragraph 7-Ka and 11) and office Memorandum no. AMa/AaBi/Ex. Control-2/2(19)/2000-04/Part-1/67 of the Finance Division dated: 10 March 2013.
3. This order is issued with the approval of the competent authority.

Sd/-
(Shaheen Akhter)
Deputy Secretary (Admin.)
Phone: +88 9514073(office)
E-mail: dsadmin@mole.gov.bd

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Copy for kind information and necessary action to (not according to seniority):

01. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
02. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka. **(Requested to kindly issue a note verbal in this purpose).**
03. P.S to Hon'ble State Minister (Deputy Secretary), Ministry of Labour & Employment, Dhaka.
04. Mr. ATM Saiful Islam, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
05. PS to Secretary (Deputy Secretary), Ministry of Labour and Employment, Dhaka.
06. Dr. Silvia Popp, Project Manager, EIPS, GIZ, PO Box No-6091, Gulshan, Dhaka-1212.
07. System Analyst, please upload www.mole.gov.bd
08. Accounts Officer, Ministry of Labour & Employment, Dhaka.
09. P.O to Joint Secretary (Admin), Ministry of Labour & Employment, Dhaka.
10. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour & Employment, Dhaka.
11. Office Copy.

Sd/-
(Shaheen Akhter)
Deputy Secretary (Admin)