

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
Admin Section
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No:40.00.0000.011.25.020.17-1456

Date: 18/07/1424
02/11/2017

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

Subject: **Participation in “Changing the Perception of Vocational Education: Careers Advice and Guidance” to be held in Birmingham, UK from 14-18 November 2017.**

The undersigned is directed to inform that the following delegation of Bangladesh will participate in “Changing the Perception of Vocational Education: Careers Advice and Guidance” to be held in Birmingham, UK from 14-18 November 2017. The particulars of the delegation are as below :


Sl. No	Name and Designation of Delegates	Position/Title
01.	Mr. ABM Khorshed Alam Chief Executive Officer (Additional Secretary) National Skills Development Council (NSDC) Secretariat, Dhaka.	Leader of Delegation
02.	Mr. Mohammad Rezaul Karim, Director (Joint Secretary) National Skills Development Council (NSDC) Secretariat, Dhaka.	Member
03.	Mr. Mohammad Quamruzzaman, Deputy Director, National Skills Development Council (NSDC) Secretariat, Dhaka.	Member
04.	Mr. AKM Bari Chairman, Tourism & Hospitality Sector Industry Skills Council (ISC)	Member
05.	Mr. Mohammad Fakruzzaman Member, Tourism & Hospitality Sector Industry Skills Council (ISC)	Member
06.	Mr. Sabbir Rahman Tanim, ICT, Industry Skills Council (ISC)	Member

2. Mr. Abul Kalam Azad, Principal Coordinator (SDG affairs), Prime Minister's Office, while staying in Birmingham of UK will attend the Seminar on 16-11-2017.

3. The terms and conditions of this sanction are mentioned below :

- i) The visit will commence on 13 November 2017 or from the date of departure;
- ii) The period including transit will be treated as on duty;
- iii) They will draw their usual pay and allowances from Bangladesh in local currency;
- iv) They will leave UK for Dhaka on 19 November 2017 or on any nearby date;
- v) Accommodation, registration and local transport will be borne by British Council. Air-fare, daily allowance & other allowances will be borne by NSDC Secretariat from regular budget 2017-2018 financial year. The daily allowance from 16-11-2017 to 18-11-2017 of Mr. Abul Kalam Azad, Principal Coordinator (SDG affairs), Prime Minister's Office will be borne by NSDC Secretariat.
- vi) All the expenses of other delegates will be borne by their own Organization or themselves.

4. This order is issued with the approval of the competent authority.


(Shaheen Akhter)
Deputy Secretary (Admin.)
Phone: +880 2 9514073
Email: dsadmin@mole.gov.bd

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02/11/2017Copy forwarded for kind information and necessary action to:(Not in accordance with seniority)

1. Cabinet Secretary, Cabinet Division, Dhaka / Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
2. Mr. Abul Kalam Azad, Principal Coordinator (SDG affairs), Prime Minister's Office.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Mr. ABM Khorshed Alam, Chief Executive Officer (Additional Secretary), National Skills Development Council (NSDC) Secretariat, 423-428, Tejgaon Industrial Area, Dhaka-1208.
5. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka **(Requested to kindly issue a note verbal in this purpose).**
6. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
7. Mr. Mohammad Rezaul Karim, Director (Joint Secretary) National Skills Development Council, NSDC Secretariat, 423-428, Tejgaon Industrial Area, Dhaka-1208.
8. P.S to Hon'ble State Minister, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
9. P.S to Secretary, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
10. Mr. Mohammad Quamruzzaman, Deputy Director, National Skills Development Council, NSDC Secretariat, 423-428, Tejgaon Industrial Area, Dhaka-1208.
11. Mr. AKM Bari, Chairman, Tourism & Hospitality Sector, Industry Skills Council (ISC), Dhaka.
12. Mr. Mohammad Fakruzzaman, Member, Tourism & Hospitality Sector, Industry Skills Council (ISC), Dhaka.
13. Mr. Sabbir Rahman Tanim, ICT, Industry Skills Council (ISC), Dhaka.
14. Mr. Md. Towhidur Rahman, Head of International Higher Education & Regional Manager-CSFP, South Asia, British Council, Dhaka.
15. System Analyst, please upload www.mole.gov.bd
16. Accounts Officer, Ministry of Labour & Employment, Dhaka.
17. P.O. to Additional Secretary (Admin.), Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
18. P.O. to Joint Secretary (Admin.), Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
19. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour & Employment, Dhaka.
20. Office Copy.


 (Shaheen Akhter)
 Deputy Secretary (Admin.)