

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
Admin Section  
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No:40.00.0000.011.25.016.16.1320

Date: 23/06/1424  
08/10/2017

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

Subject: Participation in "Improvement of Policy on Occupational Safety and Health-From Policy Development to Implementation Measures" to be held in Japan from 22-10-2017 to 23-11-2017.

The undersigned is directed to convey the sanction of the following delegates from Ministry of Labour and Employment to participate in "Improvement of Policy on Occupational Safety and Health-From Policy Development to Implementation Measures" to be held in Japan from 22-10-2017 to 23-11-2017. The particulars of the officials are as below:

01. Mr. A.T.M. Saiful Islam, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
02. Mr. Habibur Rahman, Deputy Secretary, Ministry of Labour and Employment, Dhaka.

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

- i) The visit will commence on 21 October 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 Japan for Dhaka on 24 November 2017 or on any nearby date;
- v) On return from abroad they will submit a report to the Secretary, Ministry of Labour and Employment on the activities of the training.
- vi) All expenses in connection with the visit including a round-trip air ticket (including Travel Tax, Embarkation Fee and Exercise Duty) will be borne by Japan International Cooperation Agency (JICA).
- vii) They are 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) dated: 9 October 2012 (Paragraph 7-Ka and 11) and AMA/AaBi/Ex.Control-2/2 (19)/2000-04/Part-1/67 dated:10 March 2013 of the Finance Division.
- viii) They are entitled to draw Transit Allowance and terminal charge as per rules mentioned in the paragraph 13(Kha) of 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.
- ix) The expenses of Pocket allowance, terminal charge and transit allowances will be borne from regular budget 2017-2018 of the Ministry of labour and Employment as per existing rules.

3. This Government Order (GO) is issued with the approval of the competent authority.

*Sd/-*  
(Shaheen Akhter)  
Deputy Secretary (Admin.)  
Phone: +880 2 9514073  
Email: [dsadmin@mole.gov.bd](mailto:dsadmin@mole.gov.bd)

P.T.O.

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Copy forwarded for kind information and necessary action to( not in accordance with seniority):

1. Secretary, Economic Relations Division (ERD), Ministry of Finance, Sher-e-Bangla Nagar, Dhaka.
2. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (**Requested to kindly issue a note verbal in this purpose**).
3. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
4. PS to Hon'ble State Minister, Ministry of Labour and Employment, Dhaka.
5. Mr. A.T.M. Saiful Islam, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
6. Mr. Habibur Rahman, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
7. P.S to Secretary (Deputy Secretary), Ministry of Labour & Employment, Dhaka.
8. Mr./Mrs. Koichi Kitamura, Representative, Japan International Cooperation Agency(JICA)  
(**Attention-Ms. Sultana Fahmida Siddique, Assistant Administrative Officer, JICA, Bangladesh.**)
- ✓ 9. System Analyst, please upload [www.mole.gov.bd](http://www.mole.gov.bd)
10. Accounts Officer, Ministry of Labour & Employment, Dhaka.
11. P.O. to Additional Secretary (Admin.), Ministry of Labour & Employment, Dhaka.
12. P.O. to Joint Secretary (Admin.), Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
13. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour & Employment, Dhaka.
14. Office Copy.

*Sl. 9.08.10.17*  
(Shaheen Akhter)  
Deputy Secretary (Admin.)