

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

No:40.00.0000.011.038.07.17-728

Date: 28/09/1423
11/01/2017

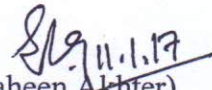
Subject: Administrative approval for Participation in the Professional Development Program under the Project of Strengthening Government through Capacity Development of the BCS Cadre Officials" from 05/03/2017 to 18/03/2017 at the Duke University, U.S.A.

Ref : Ministry of Public Administration, Planning Cell-2 no.683, Dated: 08.12.2016.

With reference to the subject mentioned above the undersigned is directed to accord the administrative approval of Mr. Abu Hena Mostofa Kamal, Director of Labour (Additional Secretary), Department of Labour, Dhaka to Participate in the professional Development program under the project of "Strengthening Government through Capacity Development of the BCS Cadre Officials" from 05/03/2017 to 18/03/2017 at the Duke University, USA (or from the nearest possible date).

2. The approval is accorded in line with the terms and conditions placed hereinafter:

- (a) While on training he will be treated as on duty;
- (b) He will draw his pay and allowances in local currency. No part of it should be down in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) He will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training he will have to submit a report in the form individual action plan(IAP) to the ministry of public Administration


(Shaheen Akhter)

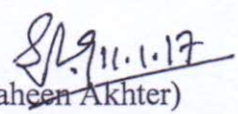
Senior Assistant Secretary (Admin.)
Phone: +880 2 9514073(office)
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No:40.00.0000.011.038.07.17-728

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Copy 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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
4. H.E. Ambassador, Embassy of the people's of Bangladesh, Washington DC, U.S.A.K Street.
5. H.E. Ambassador, Embassy of the United State of America, Madani Aveune, Baridhara, Dhaka-1212.
6. Professor Roy Kelly, Duke Center for International Development, Duke University, U.S.A.
7. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
8. Mr. Abu Hena Mostofa Kamal, Director of Labour (Additional Secretary), Department of Labour, Dhaka.
9. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka.
10. P.S to Hon'ble State Minister, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
11. Executive Director, Foreign Currency and policy Division, Bangladesh Bank, Dhaka.
12. Director, Hazrat Shahjalal International Airport, Dhaka.
13. P.S to Secretary, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
14. P.O. to Additional Secretary (Admin.), Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
15. P.O. to Joint Secretary (Admin.), Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
16. Mr. Saiful Islam, P.O. please upload www.mole.gov.bd
17. Office Copy/Master Copy.


(Shaheen Akhter)

Senior Assistant Secretary (Admin.)