

**Government of the People's Republic of Bangladesh**  
**Ministry of Finance**  
**Internal Resources Division**  
**Performance Management Branch**  
[bd.gov.ird.www](http://bd.gov.ird.www)

File No-08.00.0000.047.25.002.18.13

Date: 13 February 2020

To,  
**Chief Accounts Officer**  
**Internal Resources Division**  
Shegun Bagicha, Dhaka.

The undersigned is directed to convey the Government approval in favour of the following officials for travelling to Malaysia from 16-21 February 2020 or from nearest convenient date for 6 days (excluding travel and transit time) to participate 'Capacity Development Training' in Kuala Lumpur, Malaysia.

Sl	Name	Designation	Place of Posting
1.	Mr. Kanai Lal Shil	Senior Assistant Secretary	Internal Resources Division
2.	Mr. Md. Farhad Khan Pathan	Assistant Programmer (Deputation)	Internal Resources Division
3.	Mr. Md. Abdur Rahman	Administrative Officer	Internal Resources Division
4.	Mrs. Hosne Ara Parvin	Administrative Officer	Internal Resources Division
5.	Mr. H.M Mizzanur Rahman	Administrative Officer	Internal Resources Division
6.	Mr. Md. Masudur Rahman	Assistant Accounts Officer	Internal Resources Division
7.	Mr. Mohammad Helal Uddin	Administrative Officer	Internal Resources Division
8.	Mr. Md. Mozammal Hossain	Administrative Officer	Internal Resources Division
9.	Mr. Md. Abul Hossain	Administrative Officer	Internal Resources Division
10.	Mr. Md. Ahsan Habib	Steno Typist Cum Computer Operator	Internal Resources Division
11.	Mrs. Sanjida Akter Ruma	Steno Typist Cum Computer Operator	Internal Resources Division
12.	Mr. Md. Ataur Rahman	Steno Typist Cum Computer Operator (Deputation)	Internal Resources Division
13.	Mrs. Modhumita Akter	Accountant	Internal Resources Division
14.	Mr. Md. Faruk Hossain	Office Assistant Cum Computer Typist	Internal Resources Division
15.	Md. Abdul Khaleque	Cash Sarker	Internal Resources Division
16.	Md. Shohidul Islam	Deputy Director	National Savings Department
17.	Md. Mohinul Islam	Deputy Director	National Savings Department

**02. Terms and Conditions:**

- a. They will start their journey for Malaysia on a convenient date near to 15 February 2020;
- b. They will draw all parts of their pay and allowances in local currency;
- c. All expenses regarding this training (such as air fare, accommodation, allowances, course fee etc) will be borne from the budget of the respective offices nominated for this training.



- d. They will not allowed to stay abroad more than the apprvled period;
  - e. They will have to submit a report on the programme to Joint Secretary, Internal Resources Division with in 15 days after their return from abroad.
03. This order is issued with the approval of competent authority.

*Sd/-*  
( Suraiya Pervin Shelley )  
Deputy Secretary  
9545670-02 :Phone

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Date: 13 February 2020

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

1. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
2. Additional Secretary (all), Internal Resources Division, Dhaka.
3. Director General, National Savings Directorate, Dhaka.
4. Joint Secretary (all), Internal Resources Division, Dhaka.
5. PS to Senior Secretary, Internal Resources Division, Dhaka.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
7. Deputy Director, Department of Immigration and Passport, Dhaka.
8. Assistant Programmer, Internal Resources Division, Dhaka (with request for uploading to IRD website).
9. Mr/Ms .....

*[Signature]*  
13.02.2020  
( Suraiya Pervin Shelley )  
Deputy Secretary