

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

No:40.00.0000.011.25.018.16- 1516

Date: 20/08/1424
04/12/2017

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

Subject: Sanction to attend the study tour in the part of "Post Graduate Diploma in ICT for Development (PGDICT4D)" to be held in Malaysia from 06-13 December 2017.

The undersigned is directed to convey the sanction of Mr. Md. Kabir Uddin Howlader, Personal Officer, Ministry of Labour and Employment to participate the study tour in the part of "Post Graduate Diploma in ICT for Development (PGDICT4D)" to be held in Malaysia from 06-13 December 2017.

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

- i) The visit will commence on 05 December 2017 or from the date of departure;
- ii) The period including transit will be treated as on duty;
- iii) He will draw his usual pay and allowances from Bangladesh in local currency;
- iv) On return from abroad he will submit a report to the Secretary, Ministry of Labour and Employment on the activities of the Study Tour;
- v) He will leave Malaysia for Dhaka on 14 December 2017 or on any nearby day;
- vi) All the expenses will be borne by the Ministry of Labour and Employment under the head of travelling allowance (4801) of 2017-2018 financial year.

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


(Shaheen Akhter)

Deputy Secretary (Admin.)
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E-mail: dsadmin@mole.gov.bd

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

01. Director General, National Academy for Planning and Development (NAPD), Nilkhet, Dhaka.
02. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (**Requested to kindly issue note verbal in this purpose**).
03. PS to Hon'ble State Minister, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
04. P.S to Secretary, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
05. Director, Hazrat Shahjalal International Airport, Dhaka.
06. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
07. Programmer, please upload www.mole.gov.bd
08. Accounts Officer, Ministry of Labour & Employment, Bangladesh Secretariat, Dhaka.
09. Mr. Md. Kabir Uddin Howlader, Personal Officer, Ministry of Labour & Employment, Dhaka.
10. PO to Joint Secretary (Admin), Ministry of Labour & Employment, Dhaka.
11. Office Copy.

(Shaheen Akhter)
Deputy Secretary (Admin.)