

Government of the People's Republic of Bangladesh
Ministry of Civil Aviation and Tourism
CA-2 Section
Bangladesh Secretariat, Dhaka.
www.mocat.gov.bd

No. MoCAT/CA-2/IC-1/2002(Part-1)-852

Date: 20.12.2016

From : Md. Abdur Rashid
Assistant Secretary

To : Chairman
Civil Aviation Authority of Bangladesh
Kurmitola, Dhaka.

Subject: 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.05.00.0000.239.25.092.2016-683, Date: 08.12.2016

With reference to the subject mentioned above, the undersigned is directed to accord the administrative approval of Mr. Mizanur Rahman, (Additional Secretary) Member, Civil Aviation Authority of Bangladesh, 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).

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

- (a) While on training they will be treated as on duty;
- (b) He will draw their pay and allowances in local currency. No part of it should be drawn 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.


(Md. Abdur Rashid)
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Copy for kind information and necessary action to (not according to seniority) :

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
03. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
04. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
05. H.E. Ambassador, Embassy of the People's of Bangladesh, Washington Dc, U.S.A K Street.
06. H.E. Ambassador, Embassy of the United State of America, Madani Avenue, Baridhara, Dhaka-1212.
07. Professor Roy Kelly, Duke Center for International Development, Duke University U.S.A.
08. Director General, Department of Immigration and Passport, Dhaka.
09. Mr. Mizanur Rahman, Member (Finance), Civil Aviation Authority of Bangladesh, Dhaka.
10. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka.
11. PS to Minister, Ministry of Civil Aviation and Tourism.
12. PS to Secretary, Ministry of Civil Aviation and Tourism, Bangladesh Secretariat, Dhaka.
13. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
14. Director, Hazrat Shahjalal International Airport, Dhaka.


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