

Government of the People's Republic of Bangladesh
Ministry of Civil Aviation & Tourism
Bangladesh Secretariat, Dhaka
Admin-1 Section
www.mocat.gov.bd

Memo No: 30.00.0000.010.011.01.2014-

Date: 28/12/2016

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, Memo 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. Muhammad Maududur Rashid Safdar, Additional Secretary, Director (Administration & Finance), Bangladesh Parjatan Corporation, Dhaka to participate in the Professional Development Program under the Project titled "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 his 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 of individual Action Plan (IAP) to the Ministry of Public Administration.




(Most. Ferdousi Begum)
Deputy Secretary
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Memo: 30.00.0000.010.011.01.2014- 2235/1(13)

Date: 28/12/2016

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. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka.
10. PS to Secretary, Ministry of Civil Aviation & Tourism.
11. Accounts Officer, Accounts Cell, Ministry of Civil Aviation & Tourism.
12. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
13. Director, Hazrat Shahjalal International Airport, Dhaka.


28.12.16
(Most. Ferdousi Begum)
Deputy Secretary