

Government of the people's republic of Bangladesh
Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka.
(www.moca.gov.bd)

Memo No: 43.00.0000.113.25.012.2018.143

Date: 25 November 2018

To: Chief Accounts Officer
Ministry of Cultural Affairs
AGB Bhaban, 3rd Phase
Segunbagicha, Dhaka.

Subject: Participation in the workshop for 'Regional capacity Development on Preservation of Documentary Heritage for Disaster Risk Reduction and Management from 29-30 November 2018 in Thimphu, Bhutan.


The undersigned is directed to convey Government's approval to the following officer for participating in the workshop on Regional capacity Development on Preservation of Documentary Heritage for Disaster Risk Reduction and Management in Bhutan from 29-30 November 2018 or nearest possible date (excluding travel and transit time):

Name of Officer	Designation	Passport no	Place of Posting
Dilip Kumar Saha	Director General (Additional Secretary)	OC 8233990	Directorate of Archives and Libraries, 32. Justice S.M. Morshed Sarani, Agargaon, Dhaka-1207.

02. This approval is accorded on the following terms and conditions:

- The approved period of the visit will be treated as on duty.
- He will draw his pay and allowances in local currency.
- The expenses as comprehensive allowances, transit and terminal allowances and local transport will be borne by the Directorate of Archives and Libraries Code.
- He will not be allowed to stay abroad more than the approved period.
- He will have to submit a report to the Ministry of Cultural Affairs within 15 days of his return.

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


(Saima Yunus)
Joint Secretary
Phone: 9515518


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Copy for kind information and necessary action (not in line with the seniority)

- 1) Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- 2) H.E. High Commissioner, High Commission of Bangladesh, House no.CEN 12, Road no.107, Gulshan-2, Dhaka-1212.
- 3) H.E. High Commissioner, High Commission of Bhutan, House No.2/A, Plot No.HIG-3 Upper Chubachu Thimphu, P.O.Box 178, Thorilan Thimphu, Bhutan.
- ✓ 4) Director General, Directorate of Archives and Libraries, 32. Justice S.M. Morshed Sarani, Agargaon, Dhaka-1207.
- 5) Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
- 6) PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 7) PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 8) Director, Hazrat Shahjalal International Airport, Dhaka.
- 9) Chief Accounts Officer, Ministry of Cultural Affairs, Dhaka
- 10) Officer In-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka..
- 11) Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 12) Office Copy.


25-11-2018
(Saima Yunus)
Joint Secretary