

Government of the people's Republic of Bangladesh
Foreign Training Wing, Ministry of Industries
91, Motijheel Commercial Area, Dhaka-1000.
www.moind.gov.bd

No: 36.00.0000.052.25.002.17-

Dated: 09.01.2018

Chief Accounts Officer
Ministry of Industries
CGA Bhaban, Segunbachia, Dhaka.

Subject: Permission to participate in the Head of Intellectual Property Office Conference (HIPOC) and High Level Forum (HLF) to be held in Tokyo, Japan during 19-23 February, 2018.

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow Mr. Mohammad Sanowar Hossain, Registrar, Department of Patents, Designs and Trademarks (DPDT), Dhaka and Mr. Mohiuddin Al Farooq, Deputy Registrar, Department of Patents, Designs and Trademarks (DPDT), Dhaka to participate in the Head of Intellectual Property Office Conference (HIPOC) and High Level Forum (HLF) to be held in Tokyo, Japan during 19-23 February, 2018 (excluding transit and travel time) under the terms & conditions mentioned below:

2. Terms & conditions:

- a) All expenses in this connection will be borne by World Intellectual Property Organization (WIPO). There will be no financial involvement on the part of the DPDT or Government of Bangladesh.
- b) They will be treated as on duty during the tour and transit and will receive pay and allowances for this period accordingly.
- c) They will not be allowed to draw their pay and allowances in foreign currency.
- d) They will not be allowed to extend their stay abroad beyond the permitted time.
- e) They will have to submit a concise report (1-2 pages) in English after returning from abroad to the Secretary, Ministry of Industries within seven days in this regard.

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

Sincerely yours,



(A.Z.M. Sharif Hossain)
Senior Assistant Secretary
Phone: 9551410
e-mail: dsfortr@moind.gov.bd

No: 36.00.0000.052.25.002.17- 17/1(12)

Dated: 09.01.2018

Copy for kind information & necessary action to:

01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with the request to take necessary action for issuing Note Verbal).
03. Embassy/High Commission of Bangladesh to Japan (by diplomatic bag).
04. Mr. Mohammad Sanowar Hossain, Registrar, Department of Patents, Designs and Trademarks (DPDT), Dhaka.
05. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
06. Director General, Department of Immigration & Passport, Dhaka.
07. Mr. Mohiuddin Al Farooq, Deputy Registrar, Department of Patents, Designs and Trademarks (DPDT), Dhaka.
08. P.S. to Secretary, Ministry of Industries, Dhaka.
09. System Analyst, Ministry of Industries, Dhaka (with the request to upload in the website of MoIN).
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
12. Office copy.


(A.Z.M. Sharif Hossain)
Senior Assistant Secretary
09.01.18