

Government of the People's Republic of Bangladesh
Ministry of Industries, Foreign Training Wing
91, Motijheel C/A, Dhaka.
www.moind.gov.bd

No- 36.00.0000.052.25.018.15-

Dated: 03.01.2018

Chairman

Bangladesh Small & Cottage Industries Corporation (BSCIC)
Dhaka.

Subject : Permission to participate in the ITEC Training Programme on "Promotion of Micro Enterprises (POME)" to be held in Hyderabad, India from 22.01.2018 to 16.03.2018.

Dear Sir,

The undersigned is directed to convey the Government's approval to **Mr. Kazi Shahinur Alam**, Extension Officer, BSCIC, Dhaka to participate in the **ITEC Training Programme on "Promotion of Micro Enterprises (POME)" to be held in Hyderabad, India from 22.01.2018 to 16.03.2018** (excluding transit and travel period) under the terms and conditions mentioned below :

2. Terms & conditions :

- a. All expenses regarding this visit will be borne by ITEC, India. There will be no financial involvement on the part of the BSCIC or The Govt. of Bangladesh.
- b. While on visit he will be treated as on duty and will receive pay & allowances for this period accordingly.
- c. He will not be allowed to draw his pay and allowances in foreign currency.
- d. He will not be allowed to stay abroad more than the approval period.
- e. He 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- 36.00.0000.052.25.018.15- 05/1(11)

Dated: 03.01.2018

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 Verbale).
03. Director General, Department of Immigration & Passport, Dhaka.
04. High Commission of Bangladesh to India (By diplomatic bag).
05. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
- 06 P.S. to Secretary, Ministry of Industries, Dhaka.
- ✓ 07. System Analyst, Ministry of Industries, Dhaka (To upload in the website of Ministry of Industries).
08. Director, Hazrat Shahjalal International Airport, Dhaka.
09. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
10. Mr. Kazi Shahinur Alam, Extension Officer, BSCIC, Dhaka
11. Office Copy.


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