

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

No- 36.00.0000.052.25.004.14- 51

Dated: 30 January, 2018

Office Order

Subject : Permission to participate in the Issue-focused Training Course on "Small and Medium Enterprise Development Policies(c)" (J1704420) to be held in Japan from 12 February to 03 March, 2018.

The undersigned is directed to inform that the Government of the People's Republic of Bangladesh is pleased to allow **Mr. Suman Chandra Saha**, Assistant General Manager, Small & Medium Enterprise Foundation, Dhaka to participate in the **Issue-focused Training Course on "Small and Medium Enterprise Development Policies(c)" (J1704420) to be held in Japan from 12 February to 03 March, 2018** (excluding transit and traveling time) under the terms and conditions mentioned below:

2. **Terms & conditions:**

- All expenses in this connection will be borne by Japan International Cooperation Agency (JICA).
- He will be treated as on duty during the tour and transit and will receive pay and allowances for this period accordingly.
- He will not be allowed to draw his pay and allowances in foreign currency.
- He will not be allowed to extend his stay abroad beyond the permitted time.
- 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.


(Md. Rafiqul Alam)

Assistant Secretary

Phone: 9556970

e-mail: dsfortr@moind.gov.bd

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).
03. High Commission of Bangladesh to Japan (By diplomatic bag).
04. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
05. Director General, Department of Immigration & Passport, 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. Managing Director, SME Foundation, Royal Tower, Panthapath, Dhaka.
11. Mr. Suman Chandra Saha, Assistant General Manager, Small & Medium Enterprise Foundation, Dhaka
12. Office copy