

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

No: 36.00.0000.052.25.009.17-

Dated: 07.01.2018

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

Subject: Permission to participate in the Forum on "Women's Labor Force Participation and Productivity Enhancement" to be held in Tokyo, Japan during 05-07 February, 2018.

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow **Ms. Mahmuda Khanam**, Joint Secretary, Ministry of Industries, Dhaka and **Ms. Selima Ahmad**, President, Bangladesh Women Chamber of Commerce and Industry (BWCCI), Dhaka to participate in the **Forum on "Women's Labor Force Participation and Productivity Enhancement" to be held in Tokyo, Japan during 05-07 February, 2018** (excluding transit and travel time) under the terms and conditions mentioned below :

2. Terms & conditions:

- a. All expenses in this connection will be borne by APO. Travel Tax, Embarkation fee and other fees/taxes payable as per existing rules/regulations if paid by participant at any airport shall be reimbursed by Ministry of Industries/BWCCI.
 - b. They will be treated as on duty during the tour and transit and will receive pay and allowances for this period accordingly (Where applicable).
 - c. They will not be allowed to draw their pay and allowances in foreign currency(Where applicable).
 - 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,

sdh

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

No: 36.00.0000.052.25.009.17- 12/1(16)

Dated: 07.01.2018

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. Embassy/High Commission of Bangladesh to Japan [by diplomatic bag].
04. Additional Secretary(Administration), Ministry of Industries, Dhaka.
05. Director General, Department of Immigration & Passport, Dhaka.
06. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
07. Ms. Mahmuda Khanam, Joint Secretary, Ministry of Industries, Dhaka
08. Director, NPO, Dhaka.
09. Deputy Secretary (Common service/ Budget), Ministry of Industries, Dhaka.
10. P.S. to Secretary, Ministry of Industries, Dhaka.
11. System Analyst, Ministry of Industries, Dhaka (To upload in the website of Ministry of Industries).
12. Director, Hazrat Shahjalal International Airport, Dhaka.
13. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
14. Accounts Officer, Ministry of Industries, Dhaka.
15. Ms. Selima Ahmad, President, Bangladesh Women Chamber of Commerce and Industry (BWCCI), Dhaka.
16. Office copy.

A.Z.M. Sharif Hossain
(A.Z.M. Sharif Hossain)
Senior Assistant Secretary
07.01.2018