

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

No- 36.00.0000.052.25.016.15.

Dated: 07.06.2016

To : Chairman  
Bangladesh Chemical Industries Corporation (BCIC)  
Dhaka.

Subject : Permission for Participation in the Workshop on Sustainable Community Development and Saemaul Undong to be held in Seoul, Republic of Korea from 27 June to 03 July, 2016.

Dear Sir,

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow Mr. Md. Altaf Uddin Sheikh, Director (Production & Research), Bangladesh Chemical Industries Corporation [BCIC], Dhaka to Participate in the Workshop on Sustainable Community Development and Saemaul Undong to be held in Seoul, Republic of Korea from 27 June to 03 July, 2016 [excluding transit and traveling time] under the terms and conditions mentioned below:

**2. Terms & conditions :**

- 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 BCIC.
- 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 Senior Secretary, Ministry of Industries within seven days in this regard.

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

Sincerely yours,

(Md. Fazlur Rahman)  
Deputy Secretary  
Phone: 9551893  
Mob : 01713173775  
E-mail: dsfortr@moind.gov.bd

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**Copy for kind information & necessary action to :**

- Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
- Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
- Secretary, Ministry of Foreign Affairs, Dhaka (With the request to take necessary action for issuing Note Verbale).
- Director General, Department of Immigration & Passport, Dhaka.
- Embassy/High Commission of Bangladesh to Republic of Korea (By diplomatic bag).
- P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
- P.S. to Senior Secretary, Ministry of Industries, Dhaka.
- System Analyst, Ministry of Industries, Dhaka (To publish in the website of moind).
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Mr. Md. Altaf Uddin Sheikh, Director (Production & Research), BCIC, Dhaka
- Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
- Guard file.

(Md. Fazlur Rahman)  
Deputy Secretary