

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

No.-36.00.0000.052.25.079.18-

Dated: 20 February, 2020

Director General
Bangladesh Standards & Testing Institution (BSTI)
Dhaka.

Subject: **Permission to participate in the program "Training session of IT for ISO Member Body User Administrators (MBUAs)" to be held in Geneva, Switzerland from 24-26 March, 2020.**

Dear Sir,

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of **Mr. Md. Mamun Khaled**, Assistant Director (Electrical), Bangladesh Standards & Testing Institution, Dhaka to attend the program "Training session of IT for ISO Member Body User Administrators (MBUAs)" to be held in Geneva, Switzerland from 24-26 March, 2020 (excluding transit & travel time) under the terms and conditions mentioned below:

2. Terms & conditions:

- a. In this connection all expenses will be borne by BSTI.
- 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,

Sd/-

(Mohammad Jahangir Alam)
Assistant Secretary
Phone: +88 02 9551410
e-mail: sasfortr@moind.gov.bd
Dated: 20 February, 2020

No.-36.00.0000.052.25.079.18-105

Copy for kind information & necessary action to :

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Foreign Affairs, Dhaka (With request to take necessary action for issuing Note Verbale).
4. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
5. Director General, Department of Immigration & Passport, Dhaka.
6. High Commission/Embassy of Bangladesh in Switzerland (By diplomatic bag).
7. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
8. P.S. to Hon'ble Minister of State, Ministry of Industries, Dhaka.
9. Director, Hazrat Shahjalal International Airport, Dhaka.
10. System Analyst, Ministry of Industries, Dhaka (To upload in the website of Ministry of Industries).
11. P.S. to Secretary, Ministry of Industries, Dhaka.
12. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
13. **Mr. Md. Mamun Khaled**, Assistant Director (Electrical), Bangladesh Standards & Testing Institution, Dhaka.
14. Office copy

MJ
20.02.2020
(Mohammad Jahangir Alam)
Assistant Secretary