

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

No- 36.00.0000.052.25.042.13-

Dated: 18.10.2015

Office Order

Subject : Permission to participate in the "International Capacity Building Programme on Enhancing the Development of Small and Medium Industry" to be held in Bali, Indonesia during 24-28 October, 2016.

The undersigned is directed to inform that the Government of the People's Republic of Bangladesh is pleased to allow **Mr. Mohammad Masum Billah**, Manager, SME Foundation, Dhaka to participate in the "International Capacity Building Programme on Enhancing the Development of Small and Medium Industry" to be held in Bali, Indonesia during 24-28 October, 2016 (excluding transit and traveling time) under the terms and conditions mentioned below:

2. Terms & conditions :

- a. In this connection all expenses will be borne by Colombo Plan Secretariat and Government of Indonesia.
 - b. He will be treated as on duty during the tour and transit and will receive pay and 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 extend his stay abroad beyond the permitted time.
 - e. 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.

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(Dr. Md. Abdul Karim)
Deputy Secretary
Phone: 9551893
e-mail: dsfortr@moind.gov.bd

No- 36.00.0000.052.25.042.13- 528/1(13)

Dated: 18.10.2015

Copy for kind information & necessary action to :

01. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
02. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
03. Secretary, Ministry of Foreign Affairs, Dhaka (With the request to take necessary action for issuing Note Verbale).
04. Director General, Department of Immigration & Passport, Dhaka.
05. High Commission of Bangladesh to Indonesia (By diplomatic bag).
06. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
07. P.S. to Senior Secretary, Ministry of Industries, Dhaka.
08. System Analyst, Ministry of Industries, Dhaka. (To publish in the website of Moind).
09. Director, Hazrat Shahjalal International Airport, Dhaka.
10. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
11. Managing Director, SME Foundation, Royal Tower, Panthapath, Dhaka.
12. Mr. Mohammad Masum Billah, Manager, SME Foundation, Dhaka.
13. Office copy

Dr. Md. Abdul Karim
18.10.16
(Dr. Md. Abdul Karim)
Deputy Secretary