

Government of the People's Republic of Bangladesh  
Foreign Training Section, Ministry of Industries  
91, Motijheel C/A, Dhaka  
[www.moind.gov.bd](http://www.moind.gov.bd)

No. 36.00.0000.052.25.011.19-

23 January 2020

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

**Subject: Permission to participate in the "Specialists Program-1" of Productivity and Innovation Management Program to be held in Nanyang Polytechnic International, Singapore from 02-22 February, 2020.**

The undersigned is directed to inform that a government order was circulated regarding participation of 24 participants in the specialists program-1 of productivity and innovation management program to be held in Nanyang Polytechnic International, Singapore from 02-22 February 2020 by the issue no. 36.00.0000.052.25.011.19-724 dated 23.12.2019. The Government of the People's Republic of Bangladesh is now pleased to allow **Ms Shamima Akhter Chowdhury, Librarian, Ministry of Labor and Employment** to participate in the above mentioned program instead of Ms. Shakerah Ahmed, Senior Assistant Chief, Ministry of Labor and Employment under the following terms and conditions:

**2. Terms & conditions:**

- a) In this connection expenses of training and accommodation will be borne by the organizer. All other expenses (including air fare, daily allowance, transit and terminal charges) in this connection will be borne by concerned office of the participant as per existing Govt. rules and regulations.
- b) She will be treated as on duty during the tour & transit and will receive pay and allowances for this period accordingly.
- c) She will not be allowed to draw his pay and allowances in foreign currency.
- d) She will not be allowed to extend his stay abroad beyond the permitted time
- e) She 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,

(Nilufar Jesmin Khan)

Senior Assistant Secretary

Phone: +88 02 9551410

E-mail: sasfortr@moind.gov.bd

No. No. 36.00.0000.052.25.011.19-48

23 January 2020

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

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
03. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
04. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with the request to take necessary action for issuing Note Verbale).
05. Secretary, Ministry of Labor and Employment, Bangladesh Secretariat, Dhaka.
06. Embassy/High Commission of Bangladesh in Singapore (By diplomatic bag).
07. Director General, Department of Immigration & Passport, Dhaka.
08. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
09. P.S. to Hon'ble Minister of State, Ministry of Industries, Dhaka.
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Deputy Secretary (Common Service/Budget), Ministry of Industries, Dhaka.
12. P.S. to Secretary, Ministry of Industries, Dhaka.
13. System Analyst, Ministry of Industries, Dhaka (with a request to upload in the website of Ministry of Industries).
14. Ms Shamima Akhter Chowdhury, Librarian, Ministry of Labor and Employment, Bangladesh Secretariat, Dhaka.
15. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
16. Accounts Officer, Ministry of Industries, Dhaka.

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(Nilufar Jesmin Khan)

Senior Assistant Secretary