

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

No- 36.00.0000.052.25.028.18-

Dated: 30 January, 2020

**Chairman**  
Bangladesh Small & Cottage Industries Corporation (BSCIC)  
Dhaka.

**Subject: Permission to participate in the '34<sup>th</sup> Surajkund International Crafts Mela, 2020' to be held in Faridabad, India from 09-16 February, 2020.**

Dear Sir,

The undersigned is directed to convey the Government's approval to **Mr. Md. Mostaque Hassan**, Chairman (Additional Secretary), Bangladesh Small & Cottage Industries Corporation to participate in the '**34<sup>th</sup> Surajkund International Crafts Mela, 2020**' to be held in Faridabad, India from 09-16 February, 2020 (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 BSCIC.
- 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,

*Sdt*

(Nilufar Jesmin Khan)  
Senior Assistant Secretary  
Phone: +88 02 9551410  
e-mail: sasfortr@moind.gov.bd

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**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. Senior Secretary, Ministry of Foreign Affairs, Dhaka (With the request to take necessary action for issuing Note Verbale).
04. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
05. **Mr. Md. Mostaque Hassan**, Chairman (Additional Secretary), Bangladesh Small & Cottage Industries Corporation, Dhaka
06. Director General, Department of Immigration & Passport, Dhaka.
07. High Commission of Bangladesh in India (By diplomatic bag).
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. 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. Office Copy.

*[Signature]*  
30.01.2020

(Nilufar Jesmin Khan)  
Senior Assistant Secretary