

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

No.: 36.00.0000.052.18.082.18-

Dated: 23 January, 2020

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

Subject: Permission to participate as an observer in the Specialists Program-1 of Productivity and Innovation Management Program to be held in Singapore from 05-12 February, 2020.

Dear Sir,

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow **Mr. Nishchinta Kumer Podder**, Director (Joint Secretary), National Productivity Organization, Dhaka to participate as an observer in the Specialists Program-1 of Productivity and Innovation Management Program to be held in Singapore from 05-12 February, 2020 or from the commencement of the journey for 8 (eight) days (excluding travel time and transit) under the terms and conditions mentioned below:

2. **Terms & conditions:**

- a) In this connection expenses regarding accommodation will be borne by the organizer. All other expenses will be borne by National Productivity Organization (NPO) as per existing rules and regulations.
 - b) He will be treated as on duty during the tour & 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 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/-

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

No.: 36.00.0000.052.18.082.18-47

Dated: 23 January, 2020

Copy for kind information & necessary action to:

1. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
2. Senior Secretary, Ministry of Foreign Affairs, Dhaka (with request to take necessary action for issuing Note Verbale).
3. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. **Mr. Nishchinta Kumer Podder**, Director (Joint Secretary), National Productivity Organization, Dhaka.
5. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
6. P.S. to Hon'ble Minister of State, Ministry of Industries, Dhaka.
7. Embassy of Bangladesh in Singapore [by diplomatic bag].
8. Director General, Department of Immigration & Passport, 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. Office Copy.

(Signature)
23.01.2020
(Nilufar Jesmin Khan)
Senior Assistant Secretary