

Government of the People's Republic of Bangladesh
Ministry of Environment and Forest.
Bangladesh Secretariat, Dhaka

Memo No. 22.00.0000.052.25.001.2014-356

Date-09/05/2016

Subject: Participation in the Professional Development Program Under the Project Strengthening Government through Capacity Development of the BCS Cadre of Officials from the 29th May-12th June 2016 in the University of Duke, USA

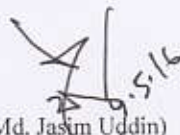
Ref: Ministry of Public Administration, Planning Cell-2, Memo. No.05.00.0000.239.25.002.2016-166 Dated 27.04.2016

With reference to the subject mentioned above, the undersigned is directed to accord the administrative approval of Mr. Khurshid Alam (ID 5330) Joint Secretary, working under this ministry as Director(Law), Department of Environment, Dhaka to participate in the 'Professional Development Program under the Project of Strengthening Government through Capacity Development of the BCS Cadre Officials from the 29th May-12th June 2016 in the University of Duke, U.S.A.

02. He will depart Dhaka for U.S.A on 29th May 2016 and return from U.S.A on 13th June 2016 or proximate date depending on availability of the flight schedule.

03. The approval is accorded in line with the terms and conditions placed hereinafter:

- (a) While on visit they will be treated as on duty;
- (b) He will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) He will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training he will have to submit a report in the form individual Action Plan (IAP) to the Ministry of Public Administration.

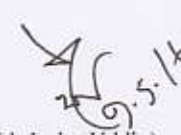

(Md. Jasim Uddin)
Deputy Secretary
Phone : 9514133

Memo No. 22.00.0000.052.25.001.2014-356

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Copy for kind information and necessary action to (not in line with the seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
5. H.E. Ambassador, Embassy of the People's of Bangladesh, Washington Dc, U.S.A K Street.
6. H.E. Ambassador, Embassy of the United State of America, Madani Avenue, Baridhara, Dhaka-1212.
7. Professor Roy Kelly, Duke Center for International Development, Duke University U.S.A.
8. Director General, Department of Immigration and Passport, Dhaka.
9. Director General, Department of Environment, 16-E, Agargoan, Dhaka.
10. Mr. Khurshid Alam, Director(Law), Joint Secretary, Department of Environment, 16- E, Agargoan, Dhaka.
11. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka
12. PS to Secretary, Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka.
12. Accounts Officer, Ministry of Environment and Forest, Segunbagicha, Dhaka.
13. Officer in-Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka.
14. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
15. Director, Hazrat Shahjalal International Airport, Dhaka.


(Md. Jasim Uddin)
Deputy Secretary