

Government of the People's Republic of Bangladesh
Ministry of Environment and Forests
Admin-2 Section
www.moef.gov.bd

No. 22.00.0000.052.25.002.17- 336
From : Md. Mamunur Rashid
Deputy Secretary

Dated: 09.05.2017

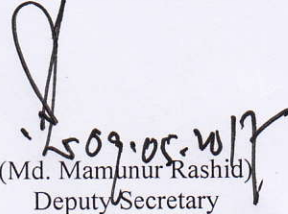
To : Chief Accounts Officer
Ministry of Environment & Forests
Segun Baghicha, Dhaka, Bangladesh

Sub : Government order for participation in the 'Microsoft Excel Dashboard & Interactive Reports And Microsoft Project 2013' to be held from 12-16 June 2017 in Malaysia.

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of the following officials to participate in the 'Microsoft Excel Dashboard & Interactive Reports And Microsoft Project 2013' to be held from 12-16 June 2017 in Malaysia.

Sl No.	Name and Designation	Funding Body
01	Mr. Md. Abul Hashem Assistant Chief Ministry of Environment and Forests, Dhaka	MOEF
02	Mr. Md. Akter Hossain Accounts Officer Ministry of Environment and Forests, Dhaka	

2. The terms and conditions of this order are as follows:
- They will be treated as on duty on this period;
 - They will draw their pay and allowances in local currency during the aforesaid period;
 - The relevant expenses in connections with this visit will be borne by the MOEF.
 - They will not stay abroad beyond the approved period (excluding travel time);
 - They will submit a report on the acquired experiences to this ministry after their return.
3. This order is issued with the approval of the competent authority.


(Md. Mamunur Rashid)
Deputy Secretary
Phone: 88-02-9549072
email: admin2@moef.gov.bd

Copy for information and necessary action to (Not as per seniority):

- Secretary, Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
- Additional Secretary (All), Ministry of Environment & Forests, Dhaka.
- Director General, Immigration and Passport, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Private Secretary to the Hon'ble Minister, Ministry of Environment & Forests, Dhaka.
- Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment & Forests, Dhaka.
- Private Secretary to the Secretary, Ministry of Environment & Forests, Dhaka.
- Mr. Md. Abul Hashem, Assistant Chief, Ministry of Environment and Forests, Dhaka.
- Mr. Md. Akter Hossain, Accounts Officer, Ministry of Environment and Forests, Dhaka.
- Programmer, Ministry of Environment & Forests, Dhaka (With request to publish in the website).