

(To be replaced in the same date & number)
Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka.

Memo: 43.00.0000.117.24.001.15-698

23 October 2017

To: Chief Accounts Officer
Ministry of Cultural Affairs
3rd Phase, Segunbagicha, Dhaka.

Subject : Participation in the '10th Islamic Conference of Cultural Ministers' to be held during 21-23 November 2017 at Khartoum, Sudan.

With reference to the subject mentioned above, the undersigned is directed to accord the administrative approval to Mr. Asaduzzaman Noor, MP, Hon'ble Minister, Ministry of Cultural Affairs (Passport no- DC 5003438), Dr. Abdullah al Maruf Md. Shah Alam (Passport no- OC 2088187), Associate Professor, Department of Arabic, Dhaka University, Dhaka, & Permanent Representative of Bangladesh to OIC International Islamic Fiqh Academy and Ms. Surayya Akhtar Jahan, Cultural Adviser (Deputy Secretary), Ministry of Cultural Affairs (Passport no-OC 4234810) to participate in the '10th Islamic Conference of Cultural Ministers' to be held during 21-23 November 2017 at Khartoum, Sudan. The delegation will depart Dhaka for Khartoum, Sudan on 20 November 2017 and return from Sudan on 24 November 2017 or proximate date depending on availability of the flight schedule.

02. The approval is accorded in line with the terms and conditions placed hereinafter:
- Expenses of round trip air fare for the Hon'ble Minister and one representative will be provided by the organizing authority. Air fare for the 3rd representative will be borne by Government of Bangladesh.
 - Hotel accommodation for the Hon'ble Minister and two representatives will be provided by the organizing authority. Cash allowances, transit allowances, terminal charges and other expenses related to this visit will be borne by the Government of Bangladesh: -
 - The visit will be treated as on duty:
03. The order is issued with the approval of the competent authority.

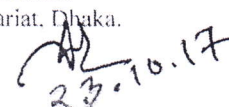

Vanesa Rodrigues
Senior Assistant Secretary
Phone: 9546153
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Copy for kind information and necessary action to (not in line with the seniority):

- Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
- Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
- Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- H.E. High Commissioner, High Commission of Bangladesh in New Delhi, India.
- Secretary, UNESCO National Commission of Bangladesh, I Sonargaon Rd, Polashi, Nilkhet, Dhaka.
- Director General, Department of Immigration and Passport, Dhaka.
- Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue Note Verbale in favour of the delegation).
- Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
- PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Dr. Abdullah al Maruf Md. Shah Alam, Associate Professor, Department of Arabic, Dhaka University, Dhaka.
- Ms. Surayya Akhtar Jahan, Cultural Adviser (Deputy Secretary), Ministry of Cultural Affairs, Dhaka.
- PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- Officer in-Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka.
- Accounts Officer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.


Vanesa Rodrigues
Senior Assistant Secretary