

Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Section-06
Bangladesh Secretariat, Dhaka.
Website. WWW.Moca.gov.bd

Memo : 43.00.0000.114.025.56.13-242

Date : 14 November 2016

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

Subject: Request of dispatching a presenter to the International Conference 2016 "Present Situation and Challenges regarding Human Resource Development for Cultural Heritage Protection in the Asia-Pacific Region" from 13 to 15 December-2016, Nara, Japan.

The undersigned is directed to convey the administrative approval to nominate Mst. Naheed Sultana, Regional Director (CC), Rajshahi Division, Department of Archaeology, to visit Nara on 13-15 December 2016 to Participate the International Conference 2016 "Present Situation and Challenges regarding Human Resource Development for Cultural Heritage Protection in the Asia-Pacific Region"

2. The approval is accorded in line with the terms and conditions placed hereinafter;
 - (a) All the expenses of this Programme will be borne by The Organiser.
 - (b) The period of the visit shall be deemed to be on duty.
 - (c) The official will draw his pay and allowances for the time stipulated in local currency and no part there of should be drawn in foreign currency.
 - (d) The official shall not allowed to stay abroad more than the approved period excluding the travel time.
 - (e) The nominated official will submit a report after return.
3. The order is issued with the approval of the competent authority.

Sdt

Md. Ziauddin Bhuiyan
Assistant Secretary
Phone : 9515517

Memo: 43.00.0000.114.025.56.13-242

Date : 14 November 2016

Copy for kind information and necessary action (not according to seniority) :

01. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka (With a request to issue Note Verbale in favour of the said official).
02. H.E Ambassador, Embassy of Japan, Plot #5 & 7. Dutabash Road, Baridhara, Dhaka-1212.
03. H.E Ambassador. Embssy of the People's Republic of Bangladesh in Tokyo, 4-15-15 Megura, Meguro-ku, Tokyo-153-0063. Japan.
04. Director General, Department of Archaeology, Agargoan, DhaKa.
05. Director General, Department of Immigration & Passport, Dhaka.
07. Executive Director, Foreign Currency & Policy Division, Bangladesh Bank, Dhaka.
08. Director, Hazrat Shahzalal International Airport, Kurmitola, Dhaka.
09. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. Officer-in-charge, Immigration, Hazrat Shahzalal International Airport, Dhaka.
11. Mst. Naheed Sultana, Regional Director (CC), Rajshahi Division, Department of Archaeology.
12. Assistant programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
13. Office File/Copy.

Md. Ziauddin Bhuiyan
16.11.16

Md. Ziauddin Bhuiyan
Assistant Secretary