

Govt. of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka
(www.moca.gov.bd)

Memo: 43.00.0000.113.24.043.17.

05 February 2018


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

Subject: Participation in the official visit to finalize the designed of 'Bangladesh Bhaban' at Shanti Niketan' West Bengal, India from 06-02-2018 to 08-02-2018.

The undersigned is directed to convey Government's approval of the following officials/members to finalize the designed of 'Bangladesh Bhaban' being built at Shanti Niketan' West Bengal, India from 06-02-2018 to 08-02-2018 or nearest possible date (excluding travel and transit time):

Sl.	Name of Delegate/ officer	Designation	Passport no	Place of posting
1.	Shawkat Ali	Deputy Secretary	OC 5055579	Ministry of Cultural Affairs, Dhaka.
2.	Kiriti Ranjan Biswas	Artist	AF 5427144	281/West Dhanmundhi, Dhaka.

02. This approval is accorded on the following terms and conditions:
- The approved period of the visit will be treated as on duty for the government officials;
 - They will draw their pay and allowances in local currency; no part of it should be drawn in foreign currency;
 - The expenses as round trip air fare, transit and terminal allowances, pocket money, hotel fare in connection with the travel will be borne by the Ministry of Cultural Affairs under the head 'Cultural Agreement implementation code-3-3405-3985-5901'.
 - They will not be allowed to stay abroad more than the approved period.
 - They will have to submit a report to the Ministry of Cultural Affairs within 15 days of their return.
03. This order is issued with the approval of the competent authority.


(T.M. Musa Talukder)
Assistant Secretary
Phone: 9546055


(P.T.O)

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dated: 05.02.2018

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

01. Cabinet Secretary, Cabinet Division/Principal Secretary, Prime Minister's Office, Dhaka.
02. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
03. Secretary, Security Services Division, Ministry of Home Affairs, Dhaka.
04. Secretary, Ministry of Foreign Affairs, Dhaka (with the request to issue note verbal).
05. H.E. High Commissioner, High Commission of India in Bangladesh Baridhara, Dhaka.
06. H.E. High Commissioner, High Commission of Bangladesh in India.
07. Secretary, Ministry of Cultural Affairs, Dhaka.
08. Secretary, Secondary & Higher Education Division, Ministry of Education, Dhaka
09. Director General, Dept. of Immigration and Passport, Dhaka.
10. Director General, Bangladesh National Museum, Dhaka.
11. Deputy High Commissioner, Kolkata, India.
12. Shawkat Ali, Deputy Secretary, Ministry of Cultural Affairs, Dhaka.
13. Kiriti Ranjan Biswas, 281/West Dhanmundhi, Dhaka
14. Director, Hazrat Shahjalal International Airport, Dhaka.
15. Senior Assistant Secretary, Section-5, Ministry of Cultural Affairs, Dhaka.
16. PS to Secretary, Ministry of Cultural Affairs, Dhaka.
17. Accounts Officer, Ministry of Cultural Affairs, Dhaka.
- ✓ 18. Asst. Programmer, Ministry of Cultural Affairs, Dhaka.
19. Office Copy.


05.02.2018
(T.M. Musa Talukder)
Assistant Secretary