

Government of the people's republic of Bangladesh  
Ministry of Cultural Affairs  
Bangladesh Secretariat, Dhaka.

Memo no. MOCA/Sec-3/ach/ly-16/2002 (part)-47

Date: 19 June 2017

From : **Md. Jahedul Hasan**  
Deputy Secretary

To : Chief Accounts Officer  
Ministry of Cultural Affairs  
3<sup>rd</sup> Phase, Segunbagicha, Dhaka

**Subject: Sanction to Participate in the Executive Board Meeting and the Workshop on Digital Records Management and the Establishment of Digital Archives (for SWARBICA Members) from 20-25 June 2017, Colombo, Srilanka**

The undersigned is directed to convey the sanction of the following officers of the Directorate of National Archives and National Library to participate in the Executive Board Meeting and the Workshop on Digital Records Management and the Establishment of Digital Archives (for SWARBICA Members) from 20-25 June 2017, Colombo, Srilanka.

- I. **Md. Mozibor Rahman Al-Mamun (ID 3421), Director (Joint Secretary)**, Directorate of National Archives and National Library, Ministry of Cultural Affairs, Dhaka, Bangladesh (Official Passport No. OC 2194521)
- II. **Md. Haris Sarker, Programmer**, Directorate of National Archives and National Library, Ministry of Cultural Affairs, Dhaka, Bangladesh (Official Passport No. OC 4194514)

**2. The Terms and Conditions**

- a) Round trip air fare, Accommodation and lodging expenses for this program will be borne by the Government of Srilanka.
- b) The period to be spent for this Program including the transit will be treated as on duty.
- c) The officers will draw their usual pay and allowances from Bangladesh in local currency.
- d) The officials will submit a report of the program to Ministry of Cultural Affairs within 15 days of their return.
- e) They will leave Dhaka for Srilanka on 20 June 2017 or a date close to that and will leave Sri Lanka on 25 June 2017 or a date close to that.

3. This order is issued with the approval of the competent authority.

*SDI-*  
**Md. Jahedul Hasan**  
Deputy Secretary  
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Email: ds\_law@moca.gov.bd

Memo no. MOCA/Sec-3/ach/ly-16/2002 (part) -47 (15)

Date: 19 June 2017

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

- 1) Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- 2) H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Colombo, Srilanka
- 3) H.E. Ambassador, Embassy of The Democratic Socialist Republic of Sri Lanka, Dhaka.
- 4) Director, Directorate of National Archives and National Library, 32. Justice S.M. Morshed Sarani, Agargaon, Dhaka-1207.
- 5) Md. Mozibor Rahman Al-Mamun, Director (Joint Secretary), Directorate of National Archives and National Library, 32. Justice S.M. Morshed Sarani, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
- 6) Director General, Consular and Welfare wing, ministry of Foreign Affairs, Dhaka (with a request to issue note verbal)
- 7) PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 8) Deputy Secretary(Budget Management), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka
- 9) Md. Haris Sarker, Programmer, Directorate of National Archives and National Library, 32. Justice S.M. Morshed Sarani, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
- 10) PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 11) Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka
- 12) Officer In-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka
- 13) Director, Hazrat Shahjalal International Airport, Dhaka
- 14) Accounts Officer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka
- 15) Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka

*[Handwritten Signature]*  
19.6.2017