

No. MOCA/Sec-5/UNESCO-1/2014/ 453

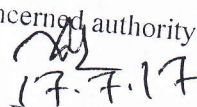
17 July 2017

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

**Subject: Participation in the Training Course on Cultural Heritage Protection in the Asia-Pacific Region 2017 "Preservation and Restoration of Wooden Structures" to be held from 29 August-28 September 2017 in Nara, Japan.**

With reference to the letter and subject mentioned above, the undersigned is directed to convey the administrative approval of Ms. Sabrina Rahman, Assistant Secretary, Ministry of Cultural Affairs to attend the Training Course on Cultural Heritage Protection in the Asia-Pacific Region 2017 "Preservation and Restoration of Wooden Structures" organized by Cultural Heritage Protection Cooperation office, Asia-Pacific Cultural Centre for UNESCO (ACCU) to be held in Nara, Japan on 29 August-28 September 2017. She will depart Bangladesh on 28 August 2017 and will return from Japan on 29 September 2017 or proximate date depending on the availability of flight schedule.

02. The approval is accorded in line with the terms and conditions mentioned hereinafter:
- Round trip air fare, local hospitality and other expenses will be borne by the Asia-Pacific Cultural Centre for UNESCO (ACCU);
  - The period of the visit shall be deemed to be on duty;
  - The incumbent shall draw her pay and allowances for the time stipulated in local currency and no part thereof should be drawn in foreign currency.
  - She will submit a report to this Ministry after returning from the training.
03. This order is issued and circulated with the approval of the concerned authority.

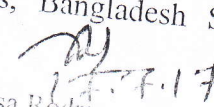
  
17.7.17  
Vanesa Rodrigues  
Senior Assistant Secretary  
Phone: 9546153  
[sas5@moca.gov.bd](mailto:sas5@moca.gov.bd)

17 July 2017

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

- Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Tokyo, Japan.
- H.E. Ambassador, Ambassador Extraordinary & Plenipotentiary, Plot#5&7, Dutabash Road, Baridhara, Dhaka-1212.
- Secretary, Bangladesh National Commission for UNESCO, 1 Sonargon Road, Palassy, Nilkhet, Dhaka-1205.
- Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue Note Verbale in favour of the participating officer).
- Director General, Department of Immigration & Passport, Dhaka.
- Managing Director, Foreign Currency & Policy Division, Bangladesh Bank, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- Ms. Sabrina Rahman, Assistant 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.

  
17.7.17  
Vanesa Rodrigues  
Senior Assistant Secretary