

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

Memo: 43.00.0000.111.23.035.17.31

Date: 21 January 2019

From: Saima Yunus
Joint Secretary

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

Subject: Approval for Participation in study visit to be held during 7-13 February 2019 in Kolkata & West Bengal, India.

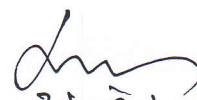
The undersigned is directed to convey government's approval to the following team for participating in study visit to be held during 7-13 February 2019 in Kolkata & West Bengal, India.

SI No.	Name	Position in the Team
01.	Kazi Mohammad Mainuddin Assistant Secretary Ministry of Cultural Affairs.	Team Leader
02.	Sonia Chowdhury Librarian, District Govt. Public Libraries, Lakshipur. (Attachment in Department of Public Libraries, Shahabag, Dhaka)	Member
03.	Selina Islam Librarian, District Govt. Public Libraries, Sirajgonj. (Attachment in Ministry of Cultural Affairs, Dhaka)	Member
04.	Mohammad Monjur Alam Librarian, District Govt. Public Libraries, Kustia.	Member
05.	M M Mosharaf Hossain Librarian, District Govt. Public Libraries, Chandpur. (Attachment in Narayanganj)	Member
06.	Khalid Mohammad Saifullah Librarian, District Govt. Public Libraries, Jalokathi.	Member
07.	Sazzadul Karim Librarian, District Govt. Public Libraries, Sherpur.	Member
08.	Oyen Chakma Librarian, District Govt. Public Libraries, Khagrachori.	Member
09.	Shamme Akter Assistant Librarian, Department of Public Libraries, Shahabag, Dhaka.	Member
10.	Mohammad Wahiduzzaman Assistant Librarian, Department of Public Libraries, Shahabag, Dhaka.	Member
11.	Poornima Dalu Assistant Librarian, District Govt. Public Libraries, Mymensing.	Member

02. The Terms and Conditions:

- Costs of flight, accommodation, meals and local transport will be borne by Libraries Unlimited Project;
- The period to be spent for this visit including transit will be treated as on duty for the Government Officials;
- The official shall draw his/her pay and allowances (where applicable) for the time stipulated in local currency and no part thereof should be drawn in foreign currency;
- Team leader will submit a report with photographs about this tour to the Ministry of Cultural Affairs within 7(Seven) days of his return;
- The team will leave Dhaka for India on 6 February 2019 and will leave India for Bangladesh on 14 February 2019.

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


21-01-2019
Saima Yunus

Joint Secretary
Phone: 9515518


Yunus_saima@yahoo.com

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

1. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
2. H.E. High Commissioner, High Commission of India, H-2, R-142, Gulshan-1, Dhaka-1212.
3. H.E. Deputy High Commissioner, Deputy High Commission of the People's Republic of Bangladesh, Kolkata, India
4. Director General, Department of Public Libraries, Shahabag, Dhaka (with a request to assist in getting Note Verbale from Ministry of Foreign Affairs and Visa from Indian Embassy in Dhaka in favour of the team members).
5. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue Note Verbale in favour of the team members).
6. Director General, Department of Immigration and Passport, Dhaka.
7. Director, Hazrat Shahjalal International Airport, Dhaka.
8. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
9. PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
11. Assistant Secretary & DDO, Ministry of Cultural Affairs, Bangladesh Secretariate, Dhaka.
12. Kazi Mohammad Mainuddin, Assistant Secretary, Ministry of Cultural Affairs, Dhaka.
13. Officer in-Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka.
14. Sonia Chowdhury, Librarian, District Govt. Public Libraries, Lakshipur (Attachment in Department of Public Libraries, Shahabag, Dhaka).
15. Selina Islam, Librarian, District Govt. Public Libraries, Sirajgonj (Attachment in Ministry of Cultural Affairs, Dhaka).
16. Mohammad Monjur Alam, Librarian, District Govt. Public Libraries, Kustia.
17. M M Mosharaf Hossain, Librarian, District Govt. Public Libraries, Chandpur (Attachment in Narayanganj).
18. Khalid Mohammad Saifullah, Librarian, District Govt. Public Libraries, Jalokathi.
19. Sazzadul Karim, Librarian, District Govt. Public Libraries, Sherpur.
20. Oyen Chakma, Librarian, District Govt. Public Libraries, Khagrachori.
21. Shamme Akter, Assistant Librarian, Department of Public Libraries, Shahabag, Dhaka.
22. Mohammad Wahiduzzaman, Assistant Librarian, Department of Public Libraries, Shahabag, Dhaka
23. Poornima Dalu, Assistant Librarian, District Govt. Public Libraries, Mymensing.
- ✓ 24. Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.


21-01-2019
Saima Yunus
Joint Secretary