

Government of the People's Republic of Bangladesh
National Productivity Organisation
Ministry of Industries
91, Motijheel C/A, Dhaka-1000.

No. 36.10.0000.005.25.028.15-

Date : 31-10-2016.

Chief Accounts Officer
Ministry of Industries
CGA Bhaban, Segunbagicha,
Dhaka.

Sub : Deputation abroad for participation in the "Training Course for Women Productivity Tools and Techniques for Improving the Productivity of Micro and Small Agrofood-processing Business" to be held in Hyderabad, India during 7-11 November 2016.

In compliance with the Prime Minister's Secretariat letter No. 31.39.32.00.00.00.2007-29(1000) Dated: 31.01.2007 (18.10.1413 Bangla), I inform you that Government of the People's Republic of Bangladesh have been pleased to allow Mrs. Nahida Sultana Ratna, Statistical Investigator, National Productivity Organisation (NPO) to participate in the "Training Course for Women Productivity Tools and Techniques for Improving the Productivity of Micro and Small Agrofood-processing Business" to be held in Hyderabad, India during 7-11 November 2016 (Excluding Transit and Traveling time) under the terms and conditions mentioned below :

Terms & Conditions :

- (a) All expenses in this connection will be borne by Asian Productivity Organization(APO). The Travel Tax and Embarkation fee and other fees/taxes payable as per existing rules/regulations to be paid in the Airport of Bangladesh shall be reimbursed by NPO.
 - (b) She will be treated as on duty during the tour and transit and will receive pay and allowances for this period as considered to be working in Bangladesh.
 - (c) She will not be allowed to extend her stay abroad beyond the permitted time.
 - (d) She will not be allowed to draw her pay and allowances in foreign currency.
 - (e) She will have to submit a report within 5(five) days after returning from abroad.
2. This has the approval of the competent authority.

Yours faithfully,

Sd/-

(Ajit Kumar Paul FCA)
Director (Joint Secretary)
Phone : 880-2-9562883
Fax 880-9563553.

No. 36.10.0000.005.25.028.15- 219

Date : 31-10-2016.

Copy for kind information & necessary action to :-

1. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
2. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka
3. Secretary, Economic Relations Division, Ministry of Finance, sher-e-Bangla-Nagar, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Dhaka(With the request to take necessary action for issuing Note Verbal)
5. Ambassador/High Commissioner of Bangladesh to India (By diplomatic bag).
6. Director General, Immigration and Passport, Dhaka
7. PS to Hon'ble Minister, Ministry of Industries, Dhaka
8. Director, Hazrat Shah Jalal @ International Airport, Dhaka
9. PS to Secretary, Ministry of Industries, Dhaka
10. Controller of Foreign Currency, Bangladesh Bank, Dhaka
11. Mrs. Nahida Sultana Ratna, Statistical Investigator, National Productivity Organisation(NPO), Dhaka.
12. Guard file.

31.10.2016
(Ajit Kumar Paul FCA)
Director (Joint Secretary).