

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

No. 36.10.0000.005.25.017.18-

Date : 28-05-2018

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

Sub : Deputation abroad for participation in the "Training of Trainers in Lean Manufacturing Systems" to be held in Petaling Jaya, Selangor, Malaysia during 9-13 July 2018.

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 **Mr. Syed Jayed-Ul-Islam**, Statistical Investigator, National Productivity Organisation (NPO) to participate in the "**Training of Trainers in Lean Manufacturing Systems**" to be held in Petaling Jaya, Selangor, Malaysia during 9-13 July 2018. (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) He 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) He will not be allowed to extend his stay abroad beyond the permitted time.
 - (d) He will not be allowed to draw his pay and allowances in foreign currency.
 - (e) He 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,

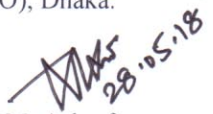
Sd/-
(S. M. Ashrafuzzaman)
Director (Joint Secretary)
Phone : 880-2-9562883
Fax 880-9563553.

No. 36.10.0000.005.25.017.18-110

Date : 28-05-2018

Copy for kind information & necessary action to :-

1. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
2. Senior 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 Malaysia (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. Assistant Programmer, National Productivity Organisation (NPO), Dhaka.
12. Mr. Syed Jayed-Ul Islam, Statistical Investigator, National Productivity Organisation(NPO), Dhaka.
13. Guard file.


(S. M. Ashrafuzzaman)
Director (Joint Secretary).