

(একই স্মারক ও তারিখে প্রতিস্থাপিত)  
Government of the People's Republic of Bangladesh  
Ministry of Textiles & Jute  
Bangladesh Secretariat, Dhaka.  
[www.motj.gov.bd](http://www.motj.gov.bd)

Memo No.24.00.0000.111.25.003.12-427

Dated: 10.05.2018

To: The Chief Accounts Officer  
Ministry of Textiles and Jute  
CGA Bhaban, Segunbagicha, Dhaka.

Sub: Government Approval to participate in a training programme on "professional development course on corporate innovation and financial evaluation" at Asian Institute of Technology, Bangkok, Thailand from 24<sup>th</sup> May to 28<sup>th</sup> May, 2018 or nearby.

The undersigned is directed to convey the approval of the Government to the following officials to participate in a training programme on "professional development course on corporate innovation and financial evaluation" to be held in Asian Institute of Technology, Bangkok, Thailand from 24<sup>th</sup> May to 28<sup>th</sup> May, 2018 or nearby (excluding travel time) under the following terms and conditions:

Participants:

No	Name, Designation and Office Address	Team
01.	Mr. Khurshid Alam, Joint Secretary (Admin), Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.	Team Leader
02.	Ms. Sabina Yeasmin, Joint Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.	Member
03.	Mr. A.T.M Alimuzzaman, System Analyst, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.	Member
04.	Mr.Md. Aminul Islam, Programmer, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.	Member
05.	Mr. Md. Abdul Jalil, Director (Joint Secretary), Department of Jute, Dhaka.	Member
06.	Mr. M.A. Mannan, Member, Extension (Deputy Secretary), Bangladesh Sericulture Development Board, Rajshahi.	Member
07.	Ms. Arjeena Jannat, Manager (Training), Bangladesh Jute Mills Corporation, Dhaka.	Member
08.	Ms. Laila Yeafir, Deputy Director (Admin), Department of Textiles, Dhaka.	Member
09.	Mr. Md. Mohiuddin, Chief Accountant (Additional Charge), Bangladesh Textile Mills Corporation, Dhaka.	Member
10.	Mr. Mohammad Saiful Alam Sumon, Assistant Chief (Monitoring and Evaluation), Bangladesh handloom Board, Dhaka.	Member

2. The Terms & Conditions are as follows:

- The duration of visit including the transit time will be treated as on duty.
- They will draw their pay and allowances in local currency.
- All training fees of all participants will be borne by Training head of Ministry of Textiles and Jute, Government of the People's Republic of Bangladesh.
- All Expenses of participants nos. 1-4 will be borne by Training head of Ministry of Textiles and Jute and expenses of participants nos. 5-10 will be borne by the respective departments (Other than training fees).
- On return from abroad, they will submit a report to the Ministry within 15 (Fifteen) days as per prescribed format

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

  
10/5/18

(Homayra Begum)  
Deputy Secretary  
Phone No. 9540477

Memo No. 24.00.0000.111.25.003.12-427

Dated: 10.05.2018

Copy forwarded for kind information and necessary action (not according to the seniority):

01. Cabinet Secretary, Cabinet Division, Government of the People's Republic of Bangladesh.
02. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
03. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
04. Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
05. Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
06. Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.
07. H.E. The High Commissioner of Bangladesh, Thailand.
08. Director General (Consular & Welfare Wing), Ministry of Foreign Affairs, Segun Bagicha, Dhaka: With a request to issue a note verbal for visa processing for the mentioned members of the delgation.
09. Director General, Immigration and passports, Agargoan, Dhaka. (Request to issue passport to Mr. Aminul Islam, Programmer, Ministry of Textile and Jute)
10. Director, Hazrat ShahJalal International Airport, Dhaka.
11. Mr. Khurshid Alam, Joint Secretary (Admin), Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.
12. Ms. Sabina Yeasmin, Joint Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.
13. Mr. A.T.M Alimuzzaman, System Analyst, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.
14. Mr.Md. Aminul Islam, Programmer, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka.
15. Mr. Md. Abdul Jalil, Director (Joint Secretary), Department of Jute, Dhaka.
16. Mr. M.A. Mannan, Member Extension, (Deputy Secretary), Bangladesh Sericulture Development Board, Rajshahi.
17. Ms. Arjeena Jannat, Manager (Training), Bangladesh Jute Mills Corporation, Dhaka.
18. Ms. Laila Yeafir, Deputy Director (Admin), Department of Textiles, Dhaka.
19. Mr. Md. Mohiuddin, Chief Accountant (Additional Charge), Bangladesh Textile Mills Corporation, Dhaka.
20. Mr. Mohammad Saiful Alam Sumon, Assistant Chief (Monitoring and Evaluation), Bangladesh handloom Board, Dhaka.
21. Immigration Officer, Hazrat ShahJalal International Airport, Dhaka.
22. Protocal officer, Ministry of Textiles and Jute, Bangladesh Secretariat, Dhaka.

  
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(Homayra Begum)  
Deputy Secretary  
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