

Handwritten initials and date: 28/2/16

**(To be substitute for the same number and date)**

Government of the People's Republic of Bangladesh  
Ministry of Public Administration  
**Planning Cell-2**

No. 05.00.0000.239.14.030.2011 (Part-1)-89

Dated: 28.02.2016

From: ASM Wadudur Rahman  
Research Officer

To: Chief Accounts Officer  
Ministry of Public Administration  
22, Purana Paltan, Dhaka.

Ref: No. JICA (TR)-019/16, Dated. February 11, 2016.

Sir,

The undersigned is directed to convey the sanction of deputation of the following officers to attend on a Counterpart Training in Japan under the project "Improving Public Services through Total Quality Management (IPS-TQM)" implemented by Bangladesh Public Administration Training Centre under the Ministry of Public Administration and sponsored by Japan International Cooperation Agency (JICA) from 23.03.2016 to 29.03.2016 (or from the nearest possible date) including travel time under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) All the expenses related to this training will be borne by JICA.
- (c) They will not be allowed to stay abroad more than the approved period;
- (d) After completion of the training they will have to submit a report to the Ministry of Public Administration and BPATC.

**List of Participants (Not according to seniority).**

Sl. No.	Name, Designation & Organization Address
1.	Mr. ALAM Md Shah, Senior Assistant Secretary, Election Commission Secretariat.
2.	Mr. ALAM Atm Shariful, Senior Assistant Secretary, Ministry of Public Administration.
3.	Mr. HAQUE Mohammed Ziaul, Deputy Secretary, Ministry of Public Administration.
4.	Mr. SARMA Rabindra Nath, Director (Administration), BRDB.
5.	Mr. KHAN Md Amirul Islam, Executive Engineer, LGED, Gazipur.
6.	Mr. RAHMAN M Arifur, Deputy Director, BPATC.
7.	Mr. MOLLA Md Zaydul Hoque, Member Directing Staff (MDS), BPATC.
8.	Ms. JOARDER Zakia Yasmin, Deputy Director, Department of Women and Children Affairs.

Handwritten signature: Wadudur Rahman  
(ASM Wadudur Rahman)  
Research Officer  
Mobile: 01819243273

No. 05.00.0000.239.14.030.2011 (Part-1)-93/1(45)

Dated: 06.03.2016

Copy for information and necessary action to:-

1. Cabinet Secretary, Cabinet Division, Dhaka.
2. Principal Secretary, Prime Minister's Office, Dhaka.
3. Secretary, M/O Foreign Affairs, Dhaka (Attention: Director (Consular) with request to issue note verbale).
4. Senior Secretary/Secretary, .....
5. Rector, BPATC, Savar, Dhaka.
6. The Japan Embassy in Bangladesh, Plot # 5 & 7, Dutabash Road, Baridhara, Dhaka-1212.
7. The Bangladesh Embassy in Japan, 4-15-15, Meguro-Ku, Tokyo-153-0063.
8. Additional Secretary, Ministry of Public Administration, Dhaka.
9. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
10. Additional Secretary (APD/Administration), M/O Public Administration, Dhaka.
11. Director General, .....
12. Project Director, Improving Public Services through Total Quality Management (IPS-TQM), BPATC, Savar, Dhaka.
13. Deputy Secretary (SA/Discipline/F.T/IT/Dev), M/O Public Administration, Dhaka.
- ✓ 14. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka.
15. Director, Hazrat Shah Jalal International Airport, Dhaka.
16. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
17. Mr./Mrs. ....

*Wadudur Rahman*  
6-3-16  
(ASM Wadudur Rahman)  
Research Officer  
Phone : 01819243273