

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

জনপ্রশাসন মন্ত্রণালয়

পরিকল্পনা কোষ-২

[www.mopa.gov.bd](http://www.mopa.gov.bd)

নং-০৫.০০.০০০০.২৩৯.২৫.০৯৩.২০১৬ (অংশ-১)-৯৭২

তারিখঃ ২৫/০৪/২০১৭ খ্রি:

বিষয়ঃ যুক্তরাষ্ট্রের Duke University-তে অনুষ্ঠেয় বৈদেশিক শর্ট কোর্সে প্রশিক্ষণের প্রস্তুতিমূলক সভা।

সূত্রঃ (১) নং-০৫.০০.০০০০.২৩৯.২৫.০৯৩.২০১৬-৭০৬; তারিখঃ ২৯.১২.২০১৬ খ্রি:

(২) নং-০৫.০০.০০০০.২৩৯.২৫.০৯৩.২০১৬-৯৪৫; তারিখঃ ০৩.০৪.২০১৭ খ্রি:


(৩) নং-০৫.০০.০০০০.২৩৯.২৫.০৯২.২০১৬-৯২১; তারিখঃ ১৪.০৩.২০১৭ খ্রি:

উপর্যুক্ত বিষয় ও সূত্রের আলোকে জানানো যাচ্ছে যে, জনপ্রশাসন মন্ত্রণালয়ের "Strengthening Government Through Capacity Development of the BCS Cadre Officials" শীর্ষক প্রকল্পের আওতায় আগামী ১৬.০৫.২০১৭ থেকে ২৮.০৫.২০১৭ তারিখ পর্যন্ত যুক্তরাষ্ট্রের Duke University-তে মনোনীত ৫৪ জন অতিরিক্ত সচিব/যুগ্মসচিব প্রশিক্ষণে অংশগ্রহণ করবেন। উক্ত কর্মকর্তাদের প্রশিক্ষণে অংশগ্রহণের বিষয়ে সম্যক ধারণা প্রদান ও ভিসা, পাসপোর্ট এবং চেক হস্তান্তরের উদ্দেশ্যে নিম্নোক্ত সময়ে প্রস্তুতিমূলক সভা অনুষ্ঠিত হবে।

তারিখ	সময়	আলোচ্য বিষয়	স্থান
০৭.০৫.২০১৭ রবিবার	বিকাল ৩.০০ টা	ভিসা, পাসপোর্ট, চেক হস্তান্তর ও প্রশিক্ষণ সংক্রান্ত সম্যক ধারণা প্রদান	জনপ্রশাসন মন্ত্রণালয়ের সম্মেলন কক্ষ (ভবন নং-২, ৪র্থ তলা)

২. উক্ত প্রস্তুতিমূলক সভায় উপস্থিত থাকার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংলগ্নীঃ জি,ও-এর কপি ৩ টি।

  
২৫/০৪/১৭  
(শাহ মৌজাহিদ উদ্দিন)  
সিনিয়র সহকারী সচিব  
ফোনঃ ৯৫৪০৭৫৯

নং-০৫.০০.০০০০.২৩৯.২৫.০৯৩.২০১৬ (অংশ-১)-৯৭২/১(১৩০)

তারিখঃ ২৫/০৪/২০১৭ খ্রি:

সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো (জ্যেষ্ঠতার ক্রমানুসারে নয়):

১. মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা।
২. প্রধানমন্ত্রীর মুখ্যসচিব, প্রধানমন্ত্রীর কার্যালয়, তেজগাঁও, ঢাকা।
৩. সিনিয়র সচিব/সচিব.....
৪. অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
৫. মহাপরিচালক/চেয়ারম্যান.....

(২য় পাতা)

৬. উপ-প্রকল্প পরিচালক ও অতিরিক্ত সচিব (উন্নয়ন), জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
৭. উপসচিব (পরিকল্পনা), জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
৮. সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়, ঢাকা (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।
৯. উপসচিব (প্রশাসন-৪), জনপ্রশাসন মন্ত্রণালয়, ঢাকা (সম্মেলন কক্ষটি ব্যবহারের অনুমতি প্রদানের অনুরোধসহ)।
১০. উপসচিব (নিরাপত্তা-২), স্বরাষ্ট্র মন্ত্রণালয়, ঢাকা (সচিবালয়ে প্রবেশের প্রয়োজনীয় ব্যবস্থা গ্রহণের অনুরোধসহ)।
১১. সিনিয়র সিস্টেমস এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয়, ঢাকা ( জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের জন্য অনুরোধসহ)

২৫/০৪/১৭

(শাহ মোজাহিদ উদ্দিন)  
সিনিয়র সহকারী সচিব  
ফোনঃ ৯৫৪০৭৫৯

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

**Government of the People's Republic of Bangladesh**

Ministry of Public Administration

Planning Cell-2

[www.mopa.gov.bd](http://www.mopa.gov.bd)

**No. 05.00.0000.239.25.093.2016-706**

**Dated: 29.12.2016**

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

The undersigned is directed to convey the sanction of deputation of the following officers for attending Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials" being implemented by the Ministry of Public Administration and sponsored by Japan Debt Cancellation Fund (JDCF) at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 13 days (excluding travel time) from 16.05.2017 to 28.05.2017 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training they will have to submit a report in the form of an individual Action Plan (IAP) to the Ministry of Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Present Address
1.	4741	Mr. Md. Mashuk Miah	Additional Secretary (OSD)	M/O Public Administration, Dhaka
2.	4869	Mr. Md. Sanowar Hossain	Registrar	Department of Patent & Design Dhaka
3.	5212	Dr. Mohd. Shahad Hossain Mahmud	Member Directing Staff (MDS)	BPATC, Savar, Dhaka.
4.	5216	Mr. K M Ali Azam	Additional Secretary	Prime Minister's Office, Dhaka
5.	4067	Mr. Manik Lal Banik	Additional Secretary	M/O Chittagong Hill Tracts Affairs Dhaka
6.	5241	Mr. Md. Rezaul Ahsan	Additional Secretary	Finance Division, Dhaka
7.	5254	Mr. Md. Zafar Iqbal, ndc	Director	BCS Administration Academy Shahbegh, Dhaka
8.	5258	Mr. Md. Azizul Alam	Additional Secretary	Finance Division, Dhaka
9.	5267	Mr. Mohammed Yousuf	Additional Secretary	Finance Division, Dhaka
10.	5268	Mr. Md. Habibur Rahman	Additional Secretary	Finance Division, Dhaka
11.	5272	Mr. Sanjoy Kumar Chowdhury	Director	Department of Primary Education Dhaka
12.	5287	Mr. Pradip Ranjan Chakraborty	Additional Secretary	M/O Home Affairs, Dhaka
13.	5295	Mr. Shib Nath Roy	Director General	M/O Foreign Affairs, Dhaka
14.	5296	Sheikh Rafiqul Islam	Member	National Housing Authority, Dhaka
15.	5310	Mr. Md. Rois Uddin	Additional Secretary	Local Govt. Division, Dhaka
16.	5312	Mr. Alamgir Mohammed Monsurul Alam	Executive Director	Electricity Gen Co Bd (EGCB) Ltd Dhaka

*DK*

Sl. No.	ID No.	Name	Designation	Present Address
17.	5364	Ms. Roohi Rahman	Additional Secretary	Secondary & Higher Education Division, Dhaka
18.	5383	Kazi Zebunnessa Begum	Additional Secretary	Energy and Mineral Resources Division, Dhaka
19.	5401	Mr. Ziaul Hasan	Member	Rajdhani Unnayan Kartripakkha Dhaka.
20.	3634	Mr. Shaifullah Mokbul Murshed	Director	Compulsory Primary Education Implementation Monitoring Unit, Dhaka
21.	3635	Mr. Md. Omar Faruque, ndc	Member	BCSIR, Dhaka.
22.	4505	Mr. Md. Aminul Islam	Joint Secretary	M/O Labour and Employment Dhaka
23.	4010	Dr. S M Munjurul Hannan Khan	Project Director	Clean Air & Sustainable Environment Project, Dhaka
24.	4581	Mr. Md. Mahmudul Haque	Director	Bangladesh Land Port Authority Dhaka
25.	4582	Mr. Shams Al Mujaddid	Joint Secretary	M/O Land, Dhaka
26.	4603	Mr. Akber Hossain	Project Director	One House One Farm Programme Project, Dhaka
27.	4638	Mr. Monjurul Kader	Director	Directorate of Technical Education Dhaka
28.	4689	Mr. Md. Habibur Rahman	Secretary	Bangladesh Land Port Authority Dhaka
29.	4691	Mr. Md. Shujayet Ullah	Joint Secretary	M/O Expatriates Welfare & Overseas Employment, Dhaka
30.	4728	Mr. Md. Fazlur Rahman Bhuiyan	Director	Department of Primary Education Dhaka
31.	4035	Ms. Saleha Afroz	OSD (Joint Secretary)	M/O Public Administration, Dhaka
32.	4804	Mr. Md. Anwar Hossain	Joint Secretary	M/O Health and Family Welfare Dhaka
33.	4851	Mr. Md. Abdul Hakim	Director	BPATC, Savar, Dhaka
34.	4857	Mr. Md. Kutob Uddin	Director	Department of Family Planning Dhaka
35.	5225	Mr. Md. Zahangir Alam	Joint Secretary	Economic Relations Division Dhaka
36.	5236	Mr. Md. Alamgir	Director	Department of Environment, Dhaka
37.	5286	Dr. Md. Shahadat Hossain	Director	Directorate of National Consumer Rights, Dhaka
38.	5405	Ms. Luthfun Nahar Begum	Joint Secretary	M/O Industries, Dhaka
39.	4131	Mr. Mohammad Yamin Chowdhury	Joint Secretary	Economic Relations Division, Dhaka
40.	4163	Mr. Md. Mohsin	Joint Secretary	M/O Disaster Management & Relief Dhaka
41.	7493	Dr. Sk. Md. Rezaul Islam	Project Director	Integrated Upshy Jute & Seed Production Project, Dhaka
42.	7499	Mr. Md. Shahidul Hoque Bhuia	Additional Director General	Bangladesh Water Development Board, Dhaka
43.	7463	Mr. Md. Abdur Rouf	Director	Department of Primary Education Dhaka
44.	7468	Dr. Md. Alfaz Hossain	Secretary	Islamic Foundation Bangladesh, Dhaka
45.	7506	Mr. Uttam Kumar Karmaker	Deputy Project Director	Urban Public & Environment Health Sector Development Project, Dhaka

*Handwritten mark*

Sl. No.	ID No.	Name	Designation	Present Address
46.	7440	Dr. Md. Abdur Rouf	Joint Secretary	M/O Agriculture, Dhaka
47.	7516	Mr. Abul Kalam Azad	Project Director	Department of Prisons, Dhaka
48.	7534	Mr. Md. faruque Ahmed	Manager	Public Private Partnership Office Dhaka

3. During this programme, Ms. Madhabi Chakraborty (Passport No. AF 6890066), Ms. Shilpa Chowdhury (Passport No. AG 2065733) and Mr. Soumik Chowdhury (Passport No. AF 3890065 Spouse/ Daughter/Son of Mr. Sonjoy Kumar Chowdhury (5272), Director, Department of Primary Education, Dhaka will be accompanying him. He will bear all expenses from his own fund.

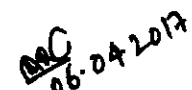
Sd/-  
29.12.2016  
(Shah Mujahid Uddin)  
Senior Assistant Secretary  
Phone:9540759  
[pcell2@mopa.gov.bd](mailto:pcell2@mopa.gov.bd)

**No. 05.00.0000.239.25.093.2016-706/1(150)**

**Dated: 29.12.2016**

Copy for information and necessary action to (not according to seniority):-

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.
3. Senior Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
4. Senior Secretary/Secretary, M/O .....
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka {Attention: Director (Consular) with request to issue note verbale}.
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (APD/Administration/CPT), M/O Public Administration, Dhaka.
10. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
11. Divisional Commissioner, .....
12. Mr./Ms. ....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline.F.T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.

  
(Shah Mujahid Uddin)  
Senior Assistant Secretary  
Phone: 9540759

**(To be substituted for the same number and date)**  
**Government of the People's Republic of Bangladesh**

Ministry of Public Administration  
Planning Cell-2  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

**No. 05.00.0000.239.25.093.2016-945**

**Dated: 03.04.2017**

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

Ref: No. 05.00.0000.239.25.093.2016-706, Dated. 29.12.2016

The undersigned is directed to convey the sanction of deputation of the following officers for attending Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials" being implemented by the Ministry of Public Administration and sponsored by Japan Debt Cancellation Fund (JDCF) at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 13 days (excluding travel time) from 16.05.2017 to 28.05.2017 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training they will have to submit a report in the form of an Individual Action Plan (IAP) to the Ministry of Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Present Address
1.	5536	Dr. Tarun Kanti Sikder	Joint Secretary	Ministry of Primary and Mass Education, Dhaka
2.	5538	Mr. Md. Shakhawat Hossain	Director (Joint Secretary)	Bangladesh Television, Dhaka

2. The nominations of Syed Mizanur Rahman (4023), Director, Bangladesh Forest Industries Development Corporation, Dhaka and Mr. Md. Taslimul Islam (4662), System Manager, Primary Education Development Programme Phase-3, Dhaka awarded vide memo no. 05.00.0000.239.25.093.2016-706, dated. 29.12.2016 for training course to be held from 16.05.2017 to 28.05.2017 under "Strengthening Government through Capacity Development of the BCS Cadre Officials" Project are hereby cancelled.

Sd/-  
03.04.2017  
(Shah Mujahid Uddin)  
Senior Assistant Secretary  
Phone:9540759  
[pcel2@mopa.gov.bd](mailto:pcel2@mopa.gov.bd)

**No. 05.00.0000.239.25.093.2016-945**

**Dated: 03.04.2017**

Copy for information and necessary action to (not according to seniority):-

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.
3. Senior Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
4. Senior Secretary/Secretary, M/O .....
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka (Attention: Director (Consular) with request to issue note verbale).
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.



7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (APD/Administration/CPT), M/O Public Administration, Dhaka.
10. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
11. Divisional Commissioner, .....
12. Mr./Ms. ....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline/F. T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.

  
(Shah Mujahid Uddin)  
Senior Assistant Secretary  
Phone: 9540759

***(To be substituted for the same number and date)***  
**Government of the People's Republic of Bangladesh**  
Ministry of Public Administration  
**Planning Cell-2**

**No. 05.00.0000.239.25.092.2016-921**

**Dated: 14.03.2017**

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

Ref: 1. No. 05.00.0000.239.25.092.2016-683, Dated. 08.12.2016  
2. No. 05.00.0000.239.25.092.2016-782, Dated. 22.02.2017

The undersigned is directed to convey the sanction of deputation of the following officers for attending Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials" being implemented by the Ministry of Public Administration and sponsored by Japan Debt Cancellation Fund (JDCF) in Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 13 days (excluding travel time) from 16.05.2017 to 28.05.2017 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training they will have to submit a report in the form Individual Action Plan (IAP) to the Ministry of Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Present Address
1.	4599	Mr. Md. Mostafizur Rahman	Additional Secretary	Cabinet Division, Dhaka
2.	4727	Mr. Md. Zahidul Islam	Additional Secretary (Project Director)	College Education Development Project (CEDP), M/O Education Dhaka
3.	4735	Mr. A F Amin Choudhury	Additional Secretary	Finance Division, Dhaka
4.	4739	Muhammed Ahsanul Jabbar	Additional Secretary	Energy and Mineral Resources Division, Dhaka

2. It may be mentioned that previous Government Order for the same training was issued on 08.12.2016 and 22.02.2017 (No. 05.00.0000.239.25.092.2016-683 & 782) for the above mentioned 04 (four) officers. Due to unavoidable circumstances they could not participate in the previous training program at DCID, Duke University.

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*Sdf*  
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[pcell2@mopa.gov.bd](mailto:pcell2@mopa.gov.bd)

Contd... P/02



No. 05.00.0000.239.25.092.2016-921/1(30)

Dated: 14.03.2017

Copy for information and necessary action to (not according to seniority):-

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.
3. Senior Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
4. Senior Secretary/Secretary, M/O .....
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka (Attention: Director (Consular) with request to issue note verbale).
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (All), M/O Public Administration, Dhaka.
10. Mr./Ms. ....
11. Director General, Immigration & Passport, Agargaon, Dhaka .....
12. Divisional Commissioner, .....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline/F. T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.

 21-03-2017

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