

Government of the People's Republic of Bangladesh
Ministry of Public Administration
Foreign Training Branch
www.mopa.gov.bd

No.05.00.0000.202.00.024.15-16

Date : 08/02/2017

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

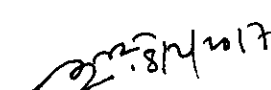
The undersigned is directed to convey the Government's approval to the following officers for participating in the "Special Training in Field Administration for Deputy Commissioners of Bangladesh " at National Centre for Good Governance (NCGG), Mussoorie, India from 29/03/2017 to 07/04/2017 or nearer date under the terms and conditions described in para-02 :

Serial No.	Name and ID	Designation	Place of posting
1.	Dr. Md Bashirul Alam (5906)	Deputy Commissioner	Barguna
2.	Mr. Md Amin Ul Ahsan (5965)	Deputy Commissioner	Feni
3.	Mr. Abul Kashem Md Mohiuddin (5974)	Deputy Commissioner	Satkhira
4.	Dr. Md Mushfiqur Rahman (5993)	Deputy Commissioner	Netrokona
5.	Mr. Md Khairul Alam Shiekh (5996)	Deputy Commissioner	Pirojpur
6.	Mr. Amal Krishna Mandal (5997)	Deputy Commissioner	Panchagarh
7.	Mr. Md. Khalilur Rahman (6045)	Deputy Commissioner	Mymensingh
8.	Mr. Md Selim Uddin (6051)	Deputy Commissioner	Bhola
9.	Mr. Dilip Kumar Banik (6097)	Deputy Commissioner	Bandarban
10.	Mr. Parimal Singha (6348)	Deputy Commissioner	Meherpur
11.	Ms. Rekha Rani Balo (6375)	Deputy Commissioner	Pabna
12.	Mr. Md Azimuddin Bishwas (6397)	Deputy Commissioner	Kishoreganj
13.	Mr. Mohammad Mukhlesur Rahman Sarker (6401)	Deputy Commissioner	Gopalganj
14.	Ms. Ommey Salma Tanzia (6405)	Deputy Commissioner	Faridpur
15.	Ms. Quamrun Naher Siddiqua (6411)	Deputy Commissioner	Sirajganj
16.	Ms. Shaheena Khatun (6454)	Deputy Commissioner	Natore

2. Terms & Conditions:

- a) They will start their journey for India on a convenient date near to March 29, 2017;
- b) The period of this training and the time spent for travel and transit will be treated as on duty;
- c) They will draw their pay and allowances in local currency;
- d) The Government of India will bear all expenses of the said training;
- e) They are entitled to draw Pocket Allowance equivalent to 30% of the Comprehensive Allowance as stated in the Office Memorandum no. AMa/AaBi/Ex.Control-2/2 (19)/2000-04/Part-1/221(1000) of the Finance Division, Dated: 9 October, 2012 (Paragraph 7 Ka and 11) with the latest amendment (circular of Finance Division No.07.152.099.00.001.2004-35 dated 24/8/2015) and Office Memorandum no. AMa/AaBi/Ex.Control-2/2 (19)/2000-04/Part-1/67 of the Finance Division, Dated: 10 March, 2013.
- f) They will draw their Pocket Allowance from the budget allocation of TA Code of their respective offices;
- g) They will not be allowed to stay abroad more than the approved period;
- h) They will have to submit a report on the Training to the Foreign Training Branch of the Ministry of Public Administration within five days after their return from the Training.

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


Dr. Abdul Hamid
Joint Secretary

Phone : +880-2-9561836
sasft.mopa@gmail.com

Cont. page-02

Copy for Kind Information and Necessary Action : (not according to seniority)

External

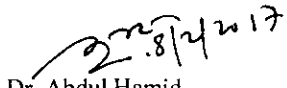
1. Cabinet Secretary, Cabinet Division, Dhaka.
2. Senior Secretary, Prime Minister's Office, Dhaka.
3. Senior Secretary, Economic Relations Division, Dhaka.
4. H.E The High Commissioner, The High Commission of India in Bangladesh, 1-3 Park Road, Baridhara, Dhaka.
5. H.E The High Commissioner, The Bangladesh High Commission in India, EP-39, Dr. S. Radhakrishnan Marg. Chanakyapuri, New Delhi-110021.
6. Commissioner, Dhaka/Khulna/Chittagong/Rangpur/Rajshahi/Sylhet/Barisal Division.
7. Director General, Immigration and Passport, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
9. Deputy Commissioner, Barguna/Feni/Satkhira/Netrokona/Pirojpur/Panchagarh/Mymensingh/Bhola/Bandarban/Meherpur/Pabna/Kishoreganj/Gopalganj/Faridpur/Sirajganj/Natore.
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. PS to Honorable Prime Minister's International Relation Affairs Adviser, Prime Minister's Office, Dhaka.
12. District Accounts Officer.....

Internal

1. Additional Secretary, Ministry of Public Administration.
2. Additional Secretary (CPT/APD/Administration), Ministry of Public Administration.
3. Joint Secretary (Training/PACC/CR/Budget & Audit), Ministry of Public Administration.
4. PS to Hon'ble Minister, Ministry of Public Administration.
5. PS to Hon'ble Minister of State, Ministry of Public Administration.
6. PS to Senior Secretary, Ministry of Public Administration.
7. Senior Systems Analyst, PACC, Ministry of Public Administration.
8. Accounts officer, Ministry of Public Administration.

Personal

Mr/Ms.....


Dr. Abdul Hamid
Joint Secretary

How to fill online application for Special Training Programme in Field Administration for Deputy Commissioners of Bangladesh

Go to the web link = <https://www.itecgoi.in/index.php>

Click on *Apply for ITEC*

Click on *Apply now*

Click on "*Specialized Course*"

Click on "*National Centre for Good Governance*"

Go to *Special Training Programme for Bangladeshi Deputy Commissioners* and Click on *Apply*

In Nationality Select Bangladesh

Do not click the next button "*Secretariat name*"-leave that unchanged (কারণ আবেদন করা হচ্ছে Indian High Commission এর মাধ্যমে)

Proceed to complete the form

Fill up the details of employment/profession for last five years mentioning (এখানে বিগত ০৫ বছরের পোস্টিং এর তথ্য ছক অনুযায়ী দিতে হবে)

অনলাইন ফরমে অবশ্যই রঙীন ছবি আপলোড করতে হবে, না হলে আবেদন বাতিল হবে

Submit that form online

Print the submitted online form - three copies

Put your signature to the designated place of application

Complete the medical form with the help of a Doctor by hand writing using English seal

Make three set hard copies of submitted online application (with signature) with medical form

Attach photocopy of NID, copy of valid official passport (validity up to October 2017) and copy of last academic certificate with each three sets of the application

Send three sets of completed application to MOPA (Room 109, Building no. 2, Bangladesh Secretariat) by 15/02/2017.

বিশেষ দৃষ্টব্য:

- আবেদনের সময় যদি অফিশিয়াল পাসপোর্ট নবায়ন না থাকে সে ক্ষেত্রে পাসপোর্ট তথ্য ব্যক্তি আবেদন শেষ করে তা সাবমিট ও প্রিন্ট করে প্রেরণ করতে হবে (কারণ পাসপোর্ট তথ্য ছাড়াও অনলাইন আবেদন পূরণ করা যায়)।
- অনলাইন আবেদন ফরম পূরণের ক্ষেত্রে বিগত ০৫ বছরের পোস্টিং এর তথ্য অবশ্যই উল্লেখ করতে হবে।
- যদি অফিশিয়াল পাসপোর্ট না থাকে বা নবায়ন না থাকে অথবা ব্যক্তিগত পাসপোর্ট (অফিশিয়াল নয়) থাকে তবে এ কোর্সের সরকারি আদেশ জারীর পর অবশ্যই জরুরীভিত্তিতে অফিশিয়াল পাসপোর্ট করে নিতে হবে।