

Government of the People's Republic of Bangladesh  
Ministry of Public Administration  
Transport Section  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

No-05.00.0000.121.25.015.09-117

Date : 08 October 2018

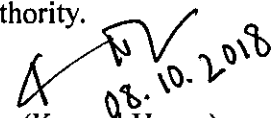
To : Chief Accounts Officer  
Ministry of Public Administration  
22, Purana Paltan, Dhaka.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh to the following officials to visit and inspect the factory of Toyota Tsusho Corporation in Japan for 06 (Six) days including transit in Singapore starting from 20 September 2018 to 25 September 2018 or from the date of commencement of journey under the following terms & conditions:

| SL. No. | Name & Designation   | Office Address                     |
|---------|--|------------------------------------|
| 1.      | Mr. Munshi Shahabuddin Ahmed (4672)<br>Transport Commissioner (Additional Secretary) | Department of Government Transport |
| 2.      | Mr. Md. Ayat Ullah Majumder (4634)<br>Joint Secretary                                | Ministry of Public Administration  |
| 3.      | Mr. Md. Mizanur Rahman (6063)<br>Manager (Senior Assistant Secretary)                | Department of Government Transport |

2. Terms & conditions:

- (a) The period of this visit including transit in Singapore will be treated as on duty.
  - (b) Navana Limited will bear all the expenses of the officials of this visit.
  - (c) On return from abroad, officials will report to their office and submit a report to the Ministry of Public Administration within 15(Fifteen) days.
  - (d) They are not allowed to stay abroad beyond the period approved.
3. This order is issued with the approval of the competent authority.

  
(Kamrul Hasan)  
Deputy Secretary  
Phone: 9545533

No-05.00.0000.121.25.015.09-117/1(25)

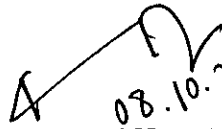
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Copy for kind information & necessary action (not according to seniority) :

1. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary, Prime Minister's Office, Dhaka.
2. Senior Secretary, Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale as appropriate).
3. Secretary, Ministry of Home Affairs, Dhaka.

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4. H.E. Ambassador of Japan in Bangladesh/H.E. Ambassador of Bangladesh in Japan.
5. Mr. Munshi Shahabuddin Ahmed, Transport Commissioner (Additional Secretary), Department of Government Transport, Dhaka.
6. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
7. Mr. Md. Ayat Ullah Majumder, Joint Secretary, Ministry of Public Administration.
8. P.S. to Hon'ble Minister/Minister of State, Ministry of Public Administration, Dhaka.
9. P.S. to Secretary, Ministry of Public Administration, Dhaka.
10. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (with request to publish in the MOPA website).
11. Mr. Md. Mizanur Rahman, Manager, Department of Government Transport, Dhaka.
12. Director, Hazrat Shahjalal International Airport, Dhaka.
13. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Dhaka.
14. Manager (Sales), Navana Limited, Tejgaon, Dhaka-1208.

  
08.10.2018  
(Kamrul Hasan)  
Deputy Secretary  
Phone: 9545533