

(To be substituted for the same memo and date)

Government of the People's Republic of Bangladesh
Ministry of Information
Admn-4 Section
Bangladesh Secretariat, Dhaka
www.moi.gov.bd

No-Tama/Ad-4/OIC/1/2009 (Part)-66

Date : 09 February 2017

To : Chief Accounts Officer
Ministry of Information
CGA Building, Dhaka.

Subject: Sanction for participation in the International Conference & 5th Annual Meeting of IBRAF to be held in Indonesia on 21-24 February 2017.

I am directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of Mr. Martuza Ahmed, Secretary, Ministry of Information, to attend the International Conference & 5th Annual Meeting of IBRAF to be held in Indonesia from 21-24 February 2017 (excluding travel time) under the terms and conditions stated below.

- a. The period will be treated as on duty;
- b. He will draw his pay and allowances in local currency;
- c. The government will bear part of airfare (additional fare for business class), transit and terminal charges; accommodation and daily allowances for approximately Tk. 1,58,280/- (Taka one lac fifty eight thousand two hundred eighty only) from the budget allocation of Ministry of Information for the Financial Year 2016-2017;
- d. He will not stay abroad beyond the approved period;
- e. He will submit a report within 7 (Seven) days of his return;

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

Sincerely Yours,
sd/-
(Kazi Moshtaque Zahir)
Deputy Secretary
Phone- 9567101
admin4@moi.gov.bd

No-Tama/Ad-4/OIC/1/2009 (Part)-66/1(15)

Date : 09 February 2017

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
5. Mr. Martuza Ahmed, Secretary, Ministry of Information, Dhaka, Bangladesh.
6. Secretary, Ministry of Foreign Affairs, Dhaka .
7. H.E.The Ambassador, Embassy of the Republic of Indonesia in Bangladesh, Dhaka .
8. Director General, Immigration & Passport, Dhaka.
9. P.S. to the Hon'ble Minister, Ministry of Information, Bangladesh Secretariat, Dhaka.
10. Director, Hazrat Shajalal International Airport, Dhaka.
11. P.S. to the Secretary, Ministry of Information, Bangladesh Secretariat, Dhaka.
12. Officer-in-Charge (Immigration), Hazrat Shajalal International Airport, Dhaka.
13. ✓ System Analyst, Ministry of Information, Bangladesh Secretariat, Dhaka (**with a request to upload the order in Ministry's website**).
14. Accounts Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.
15. Protocol Officer, Ministry of Information, Bangladesh Secretariat, Dhaka.

K.M. Zahir
15/02/17
(Kazi Moshtaque Zahir)
Deputy Secretary