

Government of the People's Republic of Bangladesh
Ministry of Disaster Management and Relief
(Training Branch)
Bangladesh Secretariat, Dhaka
www.modmr.gov.bd

Memo No-51.00.0000.250.25.004.17.204

Date- 25-08-2019

To : Chief Accounts Officer
Ministry of Disaster Management and Relief
16, Abdul Gani Road, Dhaka-1000.

Subject: Government Order to participate in Training Workshop on "Post Disaster Needs Assessment (PDNA)" during 27-30 August, 2019 in Gujarat, India.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of (1) Ms. Momena Khatun, Joint Secretary, Ministry of Disaster Management and Relief & (2) Mr. Mohd Aminul Islam Deputy Secretary, Ministry of Disaster Management and Relief to participation in Training Workshop on "Post Disaster Needs Assessment (PDNA)" during 27-30 August, 2019 in Gujarat, India under the following terms and conditions:

- a. The period of this training and the time spent for travel and transit will be treated as on duty;
 - b. They will draw their pay & allowances in local currency, no part of it shall be drawn in foreign currency;
 - c. The Government of India will bear economy class airfare and local hospitality of the participation;
 - d. They will leave Dhaka for Gujarat, India on 26 August, 2019 or on a nearer date and will leave Gujarat, India for Dhaka on 31 August, 2019 or on a nearer date;
 - e. They will not be allowed to stay abroad more than the approved period;
 - f. They have to submit a report to the Ministry of Disaster Management and Relief within 15 (Fifteen) days of their return in the country.
 - g. Daughter of Ms. Momena Khatun, Sabrina Tasneem will accompany with her and she will bear all the expenses of her daughter.
02. This order is issued with approval of the competent authority.

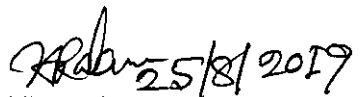
Sd -
(Habibur Rahman)
Deputy Secretary
Tel: +88-02-9546054
E-mail: dstraining@modmr.gov.bd

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Date- 25-08-2019

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

01. Senior Secretary, Ministry of Foreign Affairs, Dhaka.
02. Secretary, Ministry of Public Administration, Dhaka.
03. H.E. High Commissioner for the People's Republic of Bangladesh in New Delhi, EP-39, Dr. S. Radhakrishnan marg, Chanakyapuri, New Delhi, Delhi 110021, India.
04. H.E. High Commissioner of India in Bangladesh, House no-2, Road-142, Gulshan-1, Dhaka-1212.
05. Director General, Immigration and Passport, Agargaon, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
07. Ms. Momena Khatun, Joint Secretary, Ministry of Disaster Management and Relief, Dhaka.
08. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to issue Note Verbal).
09. Director, Hazrat Shahjalal International Airport, Dhaka.
10. PS to State Minister, Ministry of Disaster Management and Relief, Dhaka.
11. PS to Senior Secretary, Ministry of Disaster Management and Relief, Dhaka.
12. Mr. Mohd Aminul Islam Deputy Secretary, Ministry of Disaster Management and Relief
13. System Analyst, Ministry of Disaster Management and Relief, Dhaka (For uploading to website).
15. PO to Additional Secretary (Administration/Training/Audit), Ministry of Disaster Management and Relief, Dhaka.
16. Sabrina Tasneem, Daughter of Ms. Momena Khatun, Joint Secretary, Ministry of Disaster Management and Relief, Dhaka.


(Habibur Rahman)
Deputy Secretary