

Government of the people's republic of Bangladesh
Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka.

Memo No: 43.00.000.115.31.063.11.-489

Date: 06 December 2016

From : Hasna Jahan Khanam
Assistant Secretary

To : Chief Accounts Officer
Ministry of Cultural Affairs
3rd Phase, Segunbagicha, Dhaka

Subject: Sanction for Participation in the International Conference on Protecting, Conserving and Preserving Collections of Literary Heritage: Channelling International Collaboration to be held during 09-13 December 2016 in New Delhi, India.

The undersigned is directed to convey the sanction of the following officers of the Directorate of Archives and Libraries to participate in the International Conference on Protecting Conserving and Preserving Collections of Literary Heritage to be held during 09-13 December 2016 in New Delhi, India.

- I. **Md. Mozibor Rahman Al-Mamun (ID 3421), Director (Joint Secretary)**, Directorate of Archives and Libraries, Ministry of Cultural Affairs, Dhaka, Bangladesh (Official Passport No. OC 2194521)
- II. **Md. Haris Sarker, Programmer**, Directorate of Archives and Libraries, Ministry of Cultural Affairs, Dhaka, Bangladesh (Official Passport No. OC 4194514)

2. The Terms and Conditions

- a) Round trip air fare will be borne by the Conference committee of India. Accommodation, Daily cash allowance, Transit allowance, terminal charges and other expenses for this visit will be borne by the Government of Bangladesh.
- b) The period to be spent for this visit including the transit will be treated as on duty.
- c) The officers will draw their usual pay and allowances from Bangladesh in local currency.
- d) The officials will submit a report about the said conference to Ministry of Cultural Affairs within 15 days of their return.
- e) They will leave Dhaka for India on 09 December 2016 or a date close to that and will leave India on 13 December 2016 or a date close to that.

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



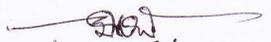
Hasna Jahan Khanam
Deputy Secretary
Phone: 9570665

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Copy for kind information and necessary action (not in line with the seniority)

- 1) Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- 2) H.E.High Commissioner, High Commission of India, H-2, R-142, Gulshan-1, Dhaka-1212.
- 3) H.E.High Commissioner, High Commission for the people's Republic of Bangladesh, New Delhi.
- 4) Director, Directorate of Archives and Libraries, 32. Justice S.M. Morshed Sarani, Agargaon, Dhaka-1207.
- 5) Md. Mozibor Rahman Al-Mamun, Director (Joint Secretary), Directorate of Archives and Libraries, 32. Justice S.M. Morshed Sarani, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
- 6) Director General, Consular and Welfare wing, ministry of Foreign Affairs, Dhaka (with a request to issue note verbale)
- 7) PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 8) Deputy Secretary(Budget Management), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka
- 9) Md. Haris Sarker, Programmer, Directorate of Archives and Libraries, 32. Justice S.M. Morshed Sarani, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
- 10) PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 11) Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka
- 12) Officer In-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka..
- 13) Director, Hazrat ShahJalal International Airport, Dhaka.
- 14) Accounts Officer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
- 15) Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.


06.12.16
Hasna Jahan Khanam