

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

No.05.00.0000.202.00.024.15-68

Date : 20/08/2017

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

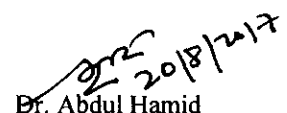
The undersigned is directed to convey the Government's approval to the following officers for participating in the "Special Training Programme for Deputy Commissioners of Bangladesh 6th Batch" at National Centre for Good Governance (NCGG), Mussoorie, India from 15/11/2017 to 24/11/2017 or nearer date under the terms and conditions described in para-02 :

Sl. No.	ID No.	Name	Designation	Place of Posting
1.	6573	Mr. Md. Hamidul Hoque	Deputy Commissioner	Jhalakathi
2.	6564	Mr. Mohammad Nora Alam Siddique	Deputy Commissioner	Bogra
3.	6417	Dr. Md. Masumur Rahman	Deputy Commissioner	Patuakhali
4.	6356	Mr. Mohammad Manzarul Mannan	Deputy Commissioner	Rangamati
5.	6518	Mr. Gautam Chandra Pal	Deputy Commissioner	Gaibandha
6.	6490	Mr. Md. Wahidul Islam	Deputy Commissioner	Madaripur
7.	6325	Mr. Md. Nazmus Sadat Salim	Deputy Commissioner	Manikganj
8.	6414	Ms. Saila Farzana	Deputy Commissioner	Munshiganj
9.	6431	Mr. Md. Showkat Ali	Deputy Commissioner	Rajbari
10.	5892	Mr. Md Mahmudul Hossain Khan	Deputy Commissioner	Shariatpur
11.	6442	Mr. Tapan Kumar Biswas	Deputy Commissioner	Bagerhat
12.	6502	Mr. Ahmed Kabir	Deputy Commissioner	Jamalpur
13.	6303	Dr. Mallick Anwar Hossain	Deputy Commissioner	Sherpur
14.	6515	Mr. Abu Saleh Mohammed Ferdous Khan	Deputy Commissioner	Kurigram
15.	6265	Mr. Mohammad Khaled Rahim	Deputy Commissioner	Nilphamari
16.	6463	Mr. Md. Tofael Islam	Deputy Commissioner	Moulvibazar

2. Terms & Conditions:

- a) They will start their journey for India on a convenient date near to November 15, 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

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No.05.00.0000.202.00.024.15-68/1 (40)

Date : 20/08/2017

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

External

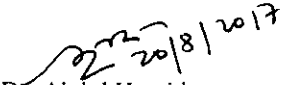
1. Cabinet Secretary, Cabinet Division, Dhaka.
2. Principal Secretary, Prime Minister's Office, Dhaka.
3. Senior Secretary, Prime Minister's Office, Dhaka.
4. Secretary, Economic Relations Division, Dhaka.
5. H.E The High Commissioner, The High Commission of India in Bangladesh, 1-3 Park Road, Baridhara, Dhaka.
6. H.E The High Commissioner, The Bangladesh High Commission in India, EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi-110021.
7. Divisional Commissioner, Dhaka/Khulna/Chittagong/Rangpur/Sylhet/Barisal/Mymensingh Division.
8. Director General, Immigration and Passport, Dhaka.
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
10. Deputy Commissioner, Jhalakathi/Bogra/Patuakhali/Rangamati/Gaibandha/Madaripur/Manikganj/Munshiganj/Rajbari/Shariatpur/Bagerhat/Jamalpur/Sherpur/Kurigram/Nilphamari/Moulvibazar.
11. Director, Hazrat Shahjalal International Airport, Dhaka.
12. PS to Honorable Prime Minister's International Relation Affairs Adviser, Prime Minister's Office, Dhaka.
13. District Accounts Officer.....

Internal

1. Additional Secretary/Additional Secretary (Administration), Ministry of Public Administration.
2. Additional Secretary (CPT/APD/PACC), Ministry of Public Administration.
3. Joint Secretary (Training/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.....


20/8/2017
Dr. Abdul Hamid
Joint Secretary

How to fill online application for Special Training Programme for Deputy Commissioners of Bangladesh - 6th Batch (15-24 November 2017)

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 Deputy Commissioners of Bangladesh (15-24 November 2017)* 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 June 2018) and copy of last academic certificate with each three sets of the application

Please send three sets of completed application to MOPA (Room 109, Building no. 2, Bangladesh Secretariat) by 24/09/2017.

বিশেষ দ্রষ্টব্য:

- 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 আবশ্যই 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।
অনলাইনে আবেদনে কোন ভুল হলে বা প্রিন্ট করতে সমস্যা হলে নতুনভাবে পুনরায় অনলাইনে আবেদন করতে হবে – সে ক্ষেত্রে পূর্বে ব্যবহৃত ই-মেইল পরিবর্তন করে আবেদন করতে হবে।