

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
পরিকল্পনা কোষ-২  
জনপ্রশাসন মন্ত্রণালয়  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

নং- ০৫.০০.০০০০.২৩৯.২৫.০৪.২০১৮-৬৮৬

০৫ আষাঢ় ১৪২৫  
তারিখ:-----  
২০ জুন ২০১৮ খ্রি:

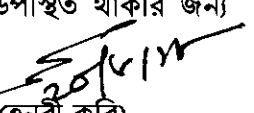
বিষয়ঃ আমেরিকায় অনুষ্ঠেয় বৈদেশিক শর্ট কোর্সে প্রশিক্ষণের জন্য Pre-departure Briefing-এ অংশগ্রহণ প্রসংগে।

- সূত্র: (১) নং-০৫.০০.০০০০.২৩৯.২৫.০৪.২০১৮-৫২৫; তারিখ: ০৮.০৪.২০১৮  
(২) নং-০৫.০০.০০০০.২৩৯.২৫.০৪.২০১৮-৫৮৭; তারিখ: ১৫.০৫.২০১৮  
(৩) নং-০৫.০০.০০০০.২৩৯.২৫.০৪.২০১৮-৫৮৮; তারিখ: ২১.০৫.২০১৮  
(৪) নং-০৫.০০.০০০০.২৩৯.২৫.০৪.২০১৮-৬২৯; তারিখ: ০৬.০৬.২০১৮

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, জনপ্রশাসন মন্ত্রণালয়ের “বিসিএস ক্যাডার কর্মকর্তাদের সক্ষমতা বৃদ্ধির মাধ্যমে সরকারকে শক্তিশালীকরণ-২য় পর্যায়” শীর্ষক প্রকল্পের আওতায় আগামী ০১ জুলাই হতে ১৪ জুলাই, ২০১৮ পর্যন্ত আমেরিকার Duke University-তে বৈদেশিক প্রশিক্ষণে অংশগ্রহণের বিষয়ে প্রাথমিক ধারণা প্রদানের উদ্দেশ্যে নিম্নোক্ত সময়ে প্রস্তুতিমূলক সভা অনুষ্ঠিত হবে।

তারিখ	গ্রুপ	সময়	স্থান
২৬ জুন, ২০১৮ (মঙ্গলবার)	Duke University আমেরিকা-তে ২য় ব্যাচে মনোনীত ৫০ জন যুগ্মসচিব	বেলা ১১.০০ টা থেকে ১২.০০ টা	জনপ্রশাসন মন্ত্রণালয়ের সম্মেলন কক্ষ (ভবন নং-২, ৪র্থ তলা)

২. উক্ত প্রস্তুতিমূলক সভায় মনোনীত কর্মকর্তাগণকে নির্ধারিত তারিখ, সময় ও স্থানে উপস্থিত থাকার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

  
(হোসেন হেনরী কুবি)  
উপসচিব

সংযুক্ত: মনোনীত ৫০ জন কর্মকর্তার নামের তালিকা

ফোন: ৯৫৪০৭৫৯  
pcell2@mopa.gov.bd

অনুলিপি: সদয় জ্ঞাতার্থে/কার্যার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):

০১. মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা;
০২. প্রধানমন্ত্রীর মুখ্যসচিব, প্রধানমন্ত্রীর কার্যালয়, তেজগাঁও, ঢাকা;
০৩. সিনিয়র সচিব/সচিব.....
০৪. অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা;
০৫. মহাপরিচালক/চেয়ারম্যান.....
০৬. উপসচিব (পরিকল্পনা), জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা;
০৭. সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য);
০৮. উপসচিব (নিরাপত্তা), জননিরাপত্তা বিভাগ, স্বরাষ্ট্র মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (সংযুক্ত তালিকার কর্মকর্তাদের সচিবালয় প্রবেশের প্রয়োজনীয় ব্যবস্থা গ্রহণের অনুরোধসহ);
০৯. সিনিয়র সিস্টেম এনালিস্ট, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ);
১০. ওভারসীজ লিংকস লিমিটেড, কাওরান বাজার, ঢাকা।

**Government of the People's Republic of Bangladesh**  
**Ministry of Public Administration**  
**Planning Cell-2**  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

No. 05.00.0000.239.25.004.18-525

Dated: 08.04.2018

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

The undersigned is directed to convey the sanction of deputation order for the following officers to attend a Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" being implemented by the Ministry of Public Administration at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 14 days (including travel time) from 01.07.2018 to 14.07.2018 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training the Officers will have to submit a report (i.e. Individual Action Plan) to the M/O Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Place of Posting
1.	5554	Md Mokammel Hossain	Joint Secretary (Attached To)	Prime Minister's Office, Dhaka
2.	5563	Sheikh Mohammad Salim Ullah	Joint Secretary (Attached To)	Finance Division, Dhaka
3.	5564	Md Habibur Rahman	Joint Secretary (Attached To)	Finance Division, Dhaka
4.	5612	Md Shahed Ali	Joint Secretary	M/O Public Administration, Dhaka
5.	5639	Abu Hena Morshed Zaman	Secretary (Joint Secretary)	Export Promotion Bureau, Dhaka.
6.	5660	Mainuddin Ahmed	Joint Secretary (Attached To)	Health Services Division, Dhaka
7.	5662	Mohammad Shahjahan Ali	Member (Joint Secretary)	National Curriculum and Textbook Board (NCTB), Dhaka
8.	5666	Md Oliullah	Joint Secretary	M/O Industries, Dhaka
9.	5683	Md Shahriar Kader Siddiky	Joint Secretary (Attached To)	M/O Public Administration, Dhaka
10.	5684	S M Zakir Hossain	Zonal Settlement Officer (Joint Secretary)	Zonal Settlement Office, Dhaka
11.	5687	Dr Md Abdul Mannan	Joint Secretary (Attached To)	Access To Information Programme (A2I), PMO, Dhaka
12.	5688	Mesbah Uddin	Joint Secretary (Attached To)	Local Govt Division, Dhaka
13.	5706	Dr A B M Shanif Uddin	Director (Joint Secretary)	Government Employees Hospital, Dhaka
14.	5711	A T M Siddiqur Rahman	Joint Secretary (Attached To)	Finance Division, Dhaka
15.	5727	Md Kamrul Hasan	Joint Secretary (Attached To)	M/O Housing & Public Works, Dhaka
16.	5738	Mohammad Abdus Sabur Chowdhury	Joint Secretary (Attached To)	Rural Development & Co-Operative Division, Dhaka
17.	5746	Md A Hamid Zamadder	Project Director (Joint Secretary)	Model Mosque and Islamic Culture, M/O Religion Affairs, Dhaka.
18.	5753	Dr Md Humayun Kabir	Joint Secretary	M/O Public Administration, Dhaka

Sl. No.	ID No.	Name	Designation	Place of Posting
19.	5758	Palash Kanti Bala	Chief Executive Officer (Joint Secretary)	Khulna City Corporation, Khulna
20.	5763	Md Nayeb Ali Mondal	Joint Secretary	M/O Water Resources, Dhaka
21.	5785	A F M Hayatullah	Joint Secretary (Attached To)	M/O Public Administration, Dhaka
22.	5802	Abdun Noor Muhammad Al Firoz	Secretary (Joint Secretary)	Hotel International Ltd, BD Parjatan Corporation, Dhaka.
23.	5806	M Habibur Rahman	Joint Secretary (Attached To)	M/O Civil Aviation & Tourism, Dhaka.
24.	5811	Khan Mohammad Rezaul Karim	Director (Joint Secretary)	Bangladesh Betar, Dhaka
25.	5815	Md Mizanul Hoque Chowdhury	Joint Secretary	Finance Division, Dhaka
26.	5823	Sayed Bealal Hossain	Director (Joint Secretary)	Bangladesh Inland Water Transport Corporation, Dhaka
27.	5824	Md Hasanuzzaman Kallol	Joint Secretary (Attached To)	M/O Housing & Public Works, Dhaka
28.	5830	Abul Khayer Md Aminur Rahman	Joint Secretary (Attached To)	Power Division, Dhaka
29.	5843	Pradip Kumar Das	Joint Secretary (Attached To)	M/O Land, Dhaka
30.	5844	Md Enamul Haque	Joint Secretary (Attached To)	Technical and Madrasah Education Division, Dhaka
31.	5858	Md Zahurul Islam Rhoheh	Joint Secretary (Attached To)	M/O Liberation War Affairs, Dhaka
32.	5909	Md Jahangir Alam	Director (Joint Secretary)	Department of Disaster Management, Dhaka
33.	5945	Md Khurshid Iqbal Rezvi	Project Director (Joint Secretary)	Establishment of Gopalganj Textile Engineering College Project, Dhaka
34.	5966	G S M Jafar Ullah	Joint Secretary (Attached To)	President's Office, Dhaka
35.	5982	Mustakim Billah Faruqi	Joint Secretary (Attached To)	M/O Civil Aviation & Tourism, Dhaka
36.	5983	A K M Shamimul Huq Siddique	Director (Joint Secretary)	Department of Social Services, Dhaka
37.	5985	Dr Gazi Md Saifuzzaman	Director (Joint Secretary)	Shilpakala Academy, M/O Cultural Affairs, Dhaka
38.	5996	Md Khairul Alam Shiekh	Joint Secretary	Health Services Division, Dhaka
39.	5997	Amal Krishna Mandal	General Manager (Joint Secretary)	Jiban Bima Corporation, Dhaka
40.	5999	A K M Tipu Sultan	Joint Secretary (Attached To)	M/O Disaster Management & Relief, Dhaka
41.	6006	Mohammad Nazrul Islam	Joint Secretary (Attached To)	M/O Industries, Dhaka
42.	6015	Md Billal Hossain	Director (Joint Secretary)	National Sports Council
43.	6042	Shah Rezwan Hayat	Joint Secretary (Attached To)	M/O Disaster Management & Relief, Dhaka
44.	5663	Nasreen Afroz	Joint Secretary (Attached To)	Prime Minister's Office, Dhaka
45.	5764	Fahina Ahmed	Joint Secretary	Finance Division, Dhaka
46.	5975	Nazma Mobarek	Joint Secretary (Attached To)	Finance Division, Dhaka

Sl. No.	ID No.	Name	Designation	Place of Posting
47.	6105	Rehana Perven	Joint Secretary (Attached To)	Finance Division, Dhaka
48.	7518	Balai Krishna Hazra	Joint Secretary	M/O Agriculture, Dhaka.
49.	0183	Md Zakir Hossain	Joint Chief	Road Transport and Highways Division, Dhaka
50.	0201	Md Sayduzzaman	Joint Chief	Programming Division, Planning Commission, Dhaka.

(SM Abdullah Al Mamun)  
Senior Assistant Secretary  
Phone:9540759  
[pcell2@mopa.gov.bd](mailto:pcell2@mopa.gov.bd)

No. 05.00.0000.239.25.004.18-525/1(150)

Dated: 08.04.2018

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.
3. Senior Secretary/Secretary, M/O .....
4. Secretary, Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka.
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka (Attention: Director (Consular) with request to issue note verbale).
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (APD/Administration/CPT), M/O Public Administration, Dhaka.
10. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
11. Divisional Commissioner, .....
12. Mr./Ms .....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline/F.T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With a request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.

(SM Abdullah Al Mamun)  
Senior Assistant Secretary  
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**Government of the People's Republic of Bangladesh**

Ministry of Public Administration

Planning Cell-2

[www.mopa.gov.bd](http://www.mopa.gov.bd)

No. 05.00.0000.239.25.004.18-587

Dated: 15.05.2018

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

Ref: (1) No. 05.00.0000.239.25.004.18-525, Dated. 08.04.2018


The undersigned is directed to convey the sanction of deputation order for the following officers to attend a Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" being implemented by the Ministry of Public Administration at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 14 days (including travel time) from 01.07.2018 to 14.07.2018 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training the Officers will have to submit a report (i.e. Individual Action Plan) to the M/O Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Place of Posting
1.	6066	Md Munim Hassan	Joint Secretary (Attached To)	Security Services Division, Dhaka

2. The nomination of Mr. A F M Hayatullah (5785) awarded vide memo No. 05.00.0000.239.25.004.18-525 dated. 08.04.2018 for training course to be held from 01.07.2018 to 14.07.2018 under "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" Project are hereby cancelled.

  
(SM Abdullah Al Mamun)  
Senior Assistant Secretary  
Phone: 9540759  
[pcell2@mopa.gov.bd](mailto:pcell2@mopa.gov.bd)

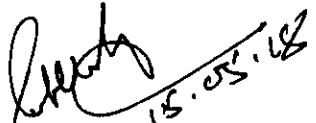
No. 05.00.0000.239.25.004.18-587/1(30)

Dated: 15.05.2018

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.

3. Senior Secretary/Secretary, M/O .....
4. Secretary, Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka.
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka {Attention: Director (Consular) with request to issue note verbal}.
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (All), M/O Public Administration, Dhaka.
10. Mr./Ms. ....
11. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
12. Divisional Commissioner, .....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Honourable Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline/F.T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.

  
 (SM Abdullah Al Mamun)  
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**Government of the People's Republic of Bangladesh**

Ministry of Public Administration

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[www.mopa.gov.bd](http://www.mopa.gov.bd)

No. 05.00.0000.239.25.004.18-588

Dated: 21.05.2018

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

Ref: (i) No. 05.00.0000.239.25.004.18-524, Dated. 08.04.2018  
(ii) No. 05.00.0000.239.25.004.18-525, Dated. 08.04.2018


The undersigned is directed to convey the sanction of deputation order for the following officers to attend a Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" being implemented by the Ministry of Public Administration at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 14 days (including travel time) from 01.07.2018 to 14.07.2018 (or from the nearest possible date) under the following terms and conditions:-

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- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training the Officers will have to submit a report (i.e. Individual Action Plan) to the M/O Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Place of Posting
1.	4237	Md Azam Khan	Additional Divisional Commissioner	Divisional Commissioner Office, Sylhet

2. The nomination of *Mr. Md. Oliullah* (5666), Joint Secretary, M/O Industries awarded vide memo No. 05.00.0000.239.25.004.18-525 dated. 08.04.2018 for training course to be held from 01.07.2018 to 14.07.2018 under "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" Project are hereby cancelled.

  
(SM Abdullah Al Mamun)  
Senior Assistant Secretary  
Phone: 9540759  
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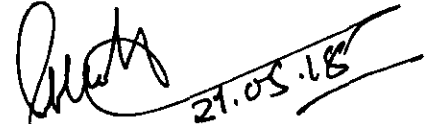
No. 05.00.0000.239.25.004.18-588/1(25)

Dated: 21.05.2018

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.

3. Senior Secretary/Secretary, M/O .....
4. Secretary, Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka.
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka {Attention: Director (Consular) with request to issue note verbal}.
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (All), M/O Public Administration, Dhaka.
10. Mr./Ms. ....
11. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
12. Divisional Commissioner, .....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Honourable Minister/ Minister of State, .....
15. Joint Secretary/Deputy Secretary (SA/Discipline/F.T/IT/Planning), M/O Public Administration, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Senior Systems Analyst, PACC, Ministry of Public Administration, Dhaka (With request to publish in the MoPA website).
18. Private Secretary to Senior Secretary, M/O Public Administration, Dhaka.
19. Program Coordinator, Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America.
20. General Manager, Foreign Exchange Operation Department, Bangladesh Bank, Head Office, Dhaka.



(SM Abdullah Al Mamun)  
 Senior Assistant Secretary  
 Phone: 9540759  
[pcell2@mopa.gov.bd](mailto:pcell2@mopa.gov.bd)



**Government of the People's Republic of Bangladesh**

Ministry of Public Administration

Planning Cell-2

[www.mopa.gov.bd](http://www.mopa.gov.bd)

No. 05.00.0000.239.25.004.18-629

Dated: 06.06.2018

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

Ref: (i) No. 05.00.0000.239.25.004.18-525, Dated. 08.04.2018

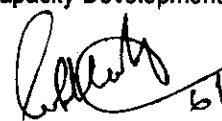
The undersigned is directed to convey the sanction of deputation order for the following officers to attend a Professional Development Program under the project "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" being implemented by the Ministry of Public Administration at Duke Centre for International Development (DCID), Sanford School of Public Policy, Duke University, United States of America for 14 days (including travel time) from 01.07.2018 to 14.07.2018 (or from the nearest possible date) under the following terms and conditions:-

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
- (c) All the expenses will be borne from the project fund;
- (d) They will not be allowed to stay abroad more than the approved period;
- (e) After completion of the training the Officers will have to submit a report (i.e. Individual Action Plan) to the M/O Public Administration.

**List of Participants (not according to seniority)**

Sl. No.	ID No.	Name	Designation	Place of Posting
1.	6072	A B M Showkat Iqbal Shaheen	Director (Joint Secretary)	Non-Govt. Teacher Registration and Certification Authority, Dhaka.

2. The nomination of Mr Md. Mokammel Hossain (5554), Joint Secretary, Attached to Prime Minister's Office, Dhaka awarded vide memo No. 05.00.0000.239.25.004.18-525 dated. 08.04.2018 for training course to be held from 01.07.2018 to 14.07.2018 under "Strengthening Government through Capacity Development of the BCS Cadre Officials (Phase-II)" Project are hereby cancelled.

  
(SM Abdullah Al Mamun)  
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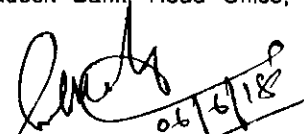
No. 05.00.0000.239.25.004.18-629/1(25)

Dated: 06.06.2018

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to The Prime Minister, Prime Minister's Office, Dhaka.

3. Senior Secretary/Secretary, M/O .....
4. Secretary, Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka.
5. Foreign Secretary, M/O Foreign Affairs, Segunbagicha, Dhaka (Attention: Director (Consular) with request to issue note verbal).
6. H.E. Ambassador, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
7. Consul General, Consulate General of the People's Republic of Bangladesh, 34-18 Northern Blvd, Long Island City, New York, NY 10001.
8. Project Director & Additional Secretary, Ministry of Public Administration, Dhaka.
9. Additional Secretary (All), M/O Public Administration, Dhaka.
10. Mr./Ms. ....
11. Director General, Immigration & Passport, Agargaon, Dhaka/ .....
12. Divisional Commissioner, .....
13. Professor Roy Kelly, Duke Centre for International Development, Duke University, USA (With request to take necessary arrangement at your end including issuance of individual invitation letter for the participants and providing bank details for financial transaction).
14. Private Secretary to Honourable Minister/ Minister of State, .....
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