

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Macroeconomic Wing  
Monitoring Section-1  
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No.07.00.0000.097.00.013.16-37

Date: 16 May, 2019

**To: Chief Accounts Officer**

Finance Division, Ministry of Finance  
CGA Bhaban, Segunbagicha, Dhaka

**Subject: Foreign visit for attending Training of Trainers Program in Singapore**

The undersigned is directed to accord the Government's approval to the following seventeen persons to participate in "ToT Program for Bangladeshi TVET Trainers (2<sup>nd</sup> Phase)" in "Graphic Design and Web Design" at Nanyang Polytechnic International (NYPI) in Singapore during 9-22 June 2019 or nearer possible dates (excluding transit period) under the terms and conditions described in Para 02:

Sl.	Name and Designation	Name of Institute
01	Md. Salahuddin, Instructor	BG TTC, Dhaka, BMET
02	Md. Abdul Mannan, Senior Instructor	Khulna TTC, BMET
03	Sahanaz Parvin, senior Instructor	SFMM TTC, BMET
04	Umme Salma, Instructor	SFMM TTC, BMET
05	Md. Abu Hanif, Chief Instructor	SFMM TTC, BMET
06	Amol Kumar, Chief Instructor	Pabna TTC, BMET
07	Md. Abdur Razzaque, Senior Instructor	Chapainawabgonj TTC, BMET
08	Omar Faruk, Instructor	Laxmipur TTC, BMET
09	Lovely Tripura, Chief Instructor	Laxmipur TTC, BMET
11	Md. Attiquzzaman, Chief Instructor	Jashore TTC, BMET
12	Mostafa Ahsan Habib, Instructor	Jamalpur TTC
13	Mursil Mahmud, Quality Assurance Officer	SEIP
14	Md. Amir Zahan, Quality Assurance Officer	SEIP
15	Mst. Shabiha Ahmed, Trainer	BASIS
16	Mohammad Tayabur Rahman Chowdhury, Trainer	BASIS
17	Rahima Begum, AEPD	SEIP
	Md. Shafiul Alam, Project Officer	SEIP

02. Terms and Conditions:

- (a) While on visit they will be treated as on duty;
- (b) They will draw their usual pay and allowances in local currency and no part of it should be drawn in foreign currency;
- (c) Each participant will have to execute a bond as prescribed by SEIP project and submit it to SEIP office before departure;



- (d) All expenses relating to the training and travel will be borne by Skills for Employment Investment Program (SEIP) project;
- (e) The participants will not be allowed to stay abroad beyond the specified time;
- (f) The participants will leave Dhaka on 8 June 2019 or nearer date and return to Dhaka on 23 June 2019 or nearer date.

03. This order is issued with the approval of the appropriate authority.

  
(Mohammad Fiznur Rahman)  
Deputy Secretary  
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**Distribution (not according to seniority):**

1. Senior Secretary, Ministry of Foreign Affairs, Dhaka (with a request to issue note verbal).
2. H.E. the High Commissioner, High Commission of Bangladesh in Singapore.
3. Consul, Consulate of the Republic of Singapore in Dhaka, Bangladesh.
4. Director General, Bureau of Manpower Employment and Training (BMET), Dhaka.
5. Director General, Immigration and Passports, Agargaon, Dhaka.
6. Executive Project Director (Additional Secretary), Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance, Dhaka.
7. Director, Hazrat Shahjalal International Airport, Dhaka.
8. President, Bangladesh Association of Software and Information Services (BASIS), Dhaka.
9. PS to Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
10. Senior System analyst, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka
11. Mr./Ms. ....
12. Office Copy

  
(Mohammad Fiznur Rahman)  
Deputy Secretary