

(To be replaced with same memo and date)
Government of the People's Republic of Bangladesh
Secondary & Higher Education Division
Ministry of Education
www.shed.gov.bd

No: 37.02.0000.083.25.018.15(part)-577

Date: 28.12.2017

From: Md. Anwar Hossain Akand
Deputy Secretary

To: Chief Accounts Officer
Ministry of Education
45, Purana Paltan, Dhaka.

Subject: To attend the training program on "Secondary School Education Management" to be held from 11 January to 25 January, 2018 in University of Alabama, Fordham University, New York, USA.

Sir,

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh to the following officials to attend the above mentioned training program to be held from 11 January to 25 January, 2018 or a nearer date under the terms and conditions described in para 2:

Sl.	Name & Designation	Offices
01.	Mr. Mohammad Mahiuddin Khan Additional Secretary	Secondary and Higher Education Division, Ministry of Education
02.	Ms. Salma Jahan Joint Secretary	Secondary and Higher Education Division, Ministry of Education
03.	Mr. Nazmul Haque Khan P.S to Honorable Minister (Joint Secretary)	Ministry of Education
04.	Mr. Shamim Ahammed Director (Deputy Secretary)	Prime Minister's Office
05.	Mr. A.F.M Shafiqur Rahman Director (Training and Implementation)	National Academy for Educational Management (NAEM)
06.	Mr. Mohammad Younus Director	Secondary and Higher Education, Barisal Zone
07.	Ms. Shahida Afrose Training Specialist	National Academy for Educational Management (NAEM)
08.	Mr. Md. Mamun Ul Hoque Training Specialist	National Academy for Educational Management (NAEM)
09.	Mr. Md. Sydur Rahman Kotowl Training Specialist	National Academy for Educational Management (NAEM)
10.	Mr. Md. Abdur Razzaque Mian Training Specialist	National Academy for Educational Management (NAEM)
11.	Ms. Shikha Chakrabarty Training Specialist	National Academy for Educational Management (NAEM)
12.	Dr. Md. Khademul Islam Training Specialist	National Academy for Educational Management (NAEM)
13.	Mr. Khurshid Alam Deputy Director (AQAU)	Directorate of Secondary and Higher Education
14.	Mr. Shipon Kumar Das Deputy Director (Program)	Secondary Education Sector Investment Program
15.	Mr. Gour Chandra Mandal Deputy Director	Secondary and Higher Education, Dhaka Zone
16.	Dr. Mir Zahida Naznin Assistant Director (Program-1)	Secondary Education Sector Investment Program
17.	Ms. Mahfuza Hasna Assistant Director (Admin-1)	Secondary Education Sector Investment Program
18.	Ms. Sabina Begum Assistant Director (P & D)	Directorate of Secondary and Higher Education

Para 2:

- a) All expenses related to their participation will be borne by the Secondary Education Sector Investment Program;
- b) They will not be provided any part of the salary and allowances in foreign currency;
- c) The period of their stay abroad including transit period will be treated as on duty;
- d) They will not be allowed to stay abroad more than the approved period and
- e) They will have to submit a report to the Secondary & Higher Education Division, Ministry of Education within 15 (fifteen) days of their return.

2. This is issued with the approval of the competent authority.



(Md. Anwar Hossain Akand)

Deputy Secretary

Phone: 9564552

E-mail : sas_dev1@moedu.gov.bd

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

1. The Principal Secretary, Prime Minister's Office, Dhaka.
2. The Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
3. The Secretary, Ministry of Foreign Affairs, Dhaka.
4. H.E. The Ambassador, Embassy of The People's Republic of Bangladesh, Washington DC, 3510 International Drive, Washington DC 20008, U.S.A.
5. H.E. The Ambassador Extraordinary and Plenipotentiary, Embassy of the United States of America, Madani Avenue, Baridhara, Dhaka.
6. Additional Secretary (Admin & Finance)/Development, Secondary and Higher Education Division, Ministry of Education, Dhaka.
7. Director General, Directorate of Immigration & Passport, Dhaka.
8. Director General, Directorate of Secondary and Higher Education, Dhaka.
9. P.S to Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Mr. -----
12. Senior Assistant Secretary, Consular Section, Ministry of Foreign Affairs, Dhaka (With a request to process Note Verbal to the Embassy of USA in Dhaka for issuing visa in favor of them)
13. Senior System Analyst, Secondary and Higher Education Division, Ministry of Education (with a request to publish in the web site).
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



(Md. Anwar Hossain Akand)

Deputy Secretary