

Government of the people's Republic of Bangladesh
Ministry of Posts, Telecommunications & Information Technology
Information and Communication Technology Division
Agargaon, Sher-e-Bangla Nagar, Dhaka
Fax: 8181565, URL: www.ictd.gov.bd
Personnel Service Section

No. 56.00.0000.015.25.038.15-586

Date: 02.08.2015

To : Chief Accounts Officer
Information & Communication Technology Division (ICTD)
CGA Bhaban, Segun Bagicha, Dhaka.

Subject: Sanction to participate in the "World Free Zone Convention" to be held in Washington, DC, USA during 9-11 September 2015.

I am directed to convey the sanction of the Government of the People's Republic of Bangladesh in favor of the following delegates to participate in the "World Free Zone Convention" to be held in Washington, DC, USA during 9-11 September 2015 under the terms and conditions described in para-03:

Sl. No	Name of the Delegates	Designation	Position of the team
01.	Ms. Hosne Ara Begum	Managing Director (Additional Secretary), Bangladesh Hi-Tech Park Authority	Team Leader
02.	Mr. Md. Azizul Islam	Deputy Project Director (Deputy Secretary), Support to Development of Kalikoir Hi-Tech Park Project	Member
03.	Mr. Mina Masud Uzzaman	Deputy Secretary (Attached), Information & Communication Technology Division	Member

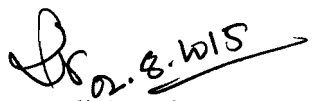
02. Ms. Hosne Ara Begum, Managing Director, Bangladesh Hi-Tech Park Authority will be accompanied by his husband Md. Zahidul Islam and daughter Homayara Islam for meet their relatives. All expenses of Md. Zahidul Islam and Homayara Islam will be borne by Ms. Hosne Ara Begum.

03. Terms & Conditions:

- (1) All expenses in this connection will be borne by the Support to Development of Kariakoir Hi-Tech Park Project;
- (2) They will leave for USA on 07 September 2015 or nearest possible date and will return to Dhaka on 13 September 2015 or nearest possible date;
- (3) While on visit they will be treated as on duty.
- (4) They will draw their pay and allowance in local currency during the aforesaid period.

04. This sanction has been issued in public interest and with the approval of competent authority.

Your's sincerely


(K M Ali Azam)

Senior Assistant Secretary
Phone: 02- 8181648 (off.)
E-mail: admn1@ictd.gov.bd

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. H. E. Ambassador, Embassy of Bangladesh in USA (By Bag).
4. H. E. Ambassador, Embassy of USA in Bangladesh.
5. Director General, Ministry of Foreign Affairs (Consular Wing) (Attested photocopy of concern note sheet enclosed for issuing Note Verbal in favor of the said officials/persons).
6. Additional Secretary (All), Information & Communication Technology Division, Agargaon, Dhaka.
7. Ms. Hosne Ara Begum, Managing Director (Additional Secretary), Bangladesh High-Tech Park Authority, BCC Bhabab, Agargaon, Dhaka.
8. Executive Director, Bangladesh Computer Council, Agargaon, Dhaka.
9. Director General, Directorate of Information & Communication Technology, Agargaon, Dhaka.
10. DG, Consular Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
11. Controller, Office of the Controller of the Certifying Authorities (CCA).
12. DG, Department of Immigration and Passports, Agargaon, Dhaka.
13. Joint Secretary (All), Information & Communication Technology Division, Agargaon, Dhaka.
14. Mr. Md. Azizul Islam, Deputy Project Director (Deputy Secretary), Support to Development of Kalikoir Hi-Tech Park Project, BCC Bhaban, Agargaon, Dhaka.
15. Mr. Mina Masud Uzzaman, Deputy Secretary (Attached), Information & Communication Technology Division, Agargaon, Dhaka.
16. PS to Honorable State Minister, Information & Communication Technology Division, Agargaon, Dhaka.
17. PS to Secretary, Information & Communication Technology Division, Agargaon, Dhaka.
18. Director, Civil Aviation, Hazrat Shah Jalal International Airport, Kurmitola, Dhaka.
19. Immigration Officer, Hazrat Shah Jalal International Airport, Kurmitola, Dhaka.