

Government of the People's Republic of Bangladesh  
Secondary & Higher Education Division  
Ministry of Education

No: 37.00.0000.084.02.005.08 (part)-05

Date: 10.01.2017

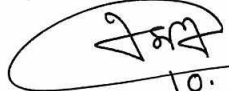
From: Md. Abdul Mannan  
Deputy Secretary

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

Subject: Government's approval to attend the program on "MA in English Language Teaching (ELT)" to be held during 18-20 January 2017 in University of Warwick, UK and 14 January to 05 February visit France with husband.

The undersigned is directed to convey the government's approval to Urmila Khaled, Associate Professor, Teachers' Training College, Rajshahi to attend the above mentioned program under the following terms & conditions:

- a. All expenses related to her participation will be borne by her husband. No part of the expense will be borne by the government of Bangladesh.
  - b. She will not be provided any part of the salary and allowances in foreign currency.
  - c. The period of her stay abroad including transit period will be treated as on duty.
  - d. She will not be allowed to stay abroad more than the approved period.
  - e. She will have to submit a report to the Ministry of Education within 15(fifteen) days of her return.
2. This is issued with the approval of the competent authority.



10.01.2017

(Md. Abdul Mannan)  
Deputy Secretary  
Phone: 9574090  
e-mail : ds\_training@moedu.gov.bd

No: 37.00.0000.084.02.005.08 (part)-05/1(19)

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

- 1) The Secretary, Secondary & Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
- 2) The Secretary, Ministry of Foreign Affairs, Dhaka.
- 3) H.E The High Commissioner, High Commission of the People's Republic of Bangladesh, 28 Queen's Gate, London, SW7 5JA Uk.
- 4) H.E The High Commissioner, British High Commission, United Nations Road, Baridhara, Dhaka.
- 5) H.E. The Ambassador, Embassy of the People's Republic of Bangladesh, Address: 109 Avenue Henri Martin, 75016 Paris, France
- 6) H.E. The Ambassador, Embassy of the Republic of France, House# 18, Road #108, Gulshan, Dhaka-2012.
- 7) Additional Secretary (Admin & Finance/Development), Secondary & Higher Education Division, Ministry of Education, Dhaka.
- 8) Director General, Directorate of Secondary and Higher Education Bangladesh, Dhaka.
- 9) Director General, Directorate of Immigration & Passport, Dhaka.
- 10) P.S to Secretary, Secondary & Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
- 11) Principal, Teachers' Training College, Rajshahi.
- 12) Director, Hazrat Shahjalal International Airport, Dhaka.
- 13) Urmila Khaled, Associate Professor, Teachers' Training College, Rajshahi.
- 14) Senior Assistant Secretary, Consular Section, Ministry of Foreign Affairs, Dhaka (With a request to process Note Verbal to the Embassy & High Commission of UK and France in Dhaka for issuing visa in favour of her)
- 15) Senior System Analyst, Secondary & Higher Education Division, Ministry of Education (with a request to publish in the web site).
- 16) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



10.01.2017

(Md. Abdul Mannan)  
Deputy Secretary