

**To be replaced with same memo and date**

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

No: 37.00.0000.084.01.004.16-494

Date: 15.11.2016

From: Md. Jahirul Islam  
Deputy Secretary

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

Subject: Government's approval to attend the "Strengthening Capacity for Officials of Secondary & Higher Education Division and other Organizations" to be held from 20 February to 03 March, 2017 or nearest possible date in Queensland University of Technology, Australia.

The undersigned is directed to convey the Government's approval to the following officials to attend the above mentioned program under the following terms and conditions of para 2:

SI No.	Name & Designation	Offices
01.	Aruna Biswas Additional Secretary	Secondary & Higher Education Division Ministry of Education
02.	Mohammad Helal Uddin Additional Secretary	Technical and Madrasah Education Division Ministry of Education
03.	O.N. Siddiqua Khanam Additional Secretary	Planning Division Ministry of Planning
04.	Mohammad Yamin Chowdhury Joint Secretary (ADB-2)	Economic Relation Division
05.	Nazmul Haque Khan PS to Hon'ble Minister (Joint Secretary)	Ministry of Education
06.	Kazi Jahangir Alam Director General	Implementation Monitoring and Evaluation Division
07.	Md. Hamidul Haque Director General	National Academy for Educational Management (NAEM)
08.	Sabiha Yeasmin Senior Assistant Secretary	Prime Minister's Office
09.	Md. Zulfiquar Rahman Director (Finance and Procurement)	Directorate of Secondary & Higher Education
10.	Md. Shamsul Alam Chief, Statistics Division	Bangladesh Bureau of Educational Information and Statistics (BANBEIS)
11.	Muhammad Shahiduzzaman Chief Accounts Officer	Office of the Chief Account's Officer Ministry of Education
12.	Roushan Ara Begum Assistant Project Director (Training)	Teaching Quality Improvement-II (TQI-II) Project
13.	Asakul Hoque Assistant Director (HRM)	Directorate of Secondary & Higher Education
14.	S.M. Shafiqul Alam Assistant Director (Finance & Procurement)	Directorate of Secondary & Higher Education
15.	A. K. M. Mustofa Kamal Deputy Director (Secondary)	Directorate of Secondary & Higher Education
16.	Muhammad Jakir Hussain Assistant Director (Gen Admin)	Directorate of Secondary & Higher Education
17.	Md. Saiful Islam Assistant Director (Physical Education)	Directorate of Secondary & Higher Education
18.	Mohammad Zoinal Abedin Executive Engineer	Educational Engineering Department
19.	Md. Salim Haider Library Development Officer	Directorate of Secondary & Higher Education

**Para 2:**

- All expenses related to their participation will be borne by the Teaching Quality Improvement-II (TQI-II) Project.
- They will not be provided any part of the salary and allowances in foreign currency.
- The period of their stay abroad including transit period will be treated as on duty.
- They will not be allowed to stay abroad more than the approved period.
- They will have to submit a report to the Ministry of Education within 15(fifteen) days of their return.

*Handwritten signature*

3. Asma Khatun, Assistant Professor, Dhaka Dental College, Dhaka wife of Md. Helal Uddin, Additional Secretary, Secondary & Higher Education Division, Ministry of Education and Mohammad Asif Sadique & Ms. Rafia Islam respectively son and daughter of O.N. Siddiqua Khanam, Additional Secretary, Planning Division, Dhaka will accompany them during this visit to Australia. All expenses related to their travel will be borne by their own.

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

sd -  
(Md. Jahirul Islam)  
Deputy Secretary  
Phone: 9569726  
e-mail : ds\_training@moedu.gov.bd  
Date: 15.11.2016

No: 37.00.0000.084.01.004.16-494/1(39)

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

1. The Senior Secretary, Economic Relation Division, Dhaka.
2. The Secretary, Secondary and Higher Education Division , Ministry of Education, Bangladesh Secretariat, Dhaka.
3. The Secretary, Ministry of Foreign Affairs, Dhaka.
4. The Secretary, Prime Minister's Office, Dhaka.
5. The Secretary, Planning Division/Implementation Monitoring and Evaluation Division, Dhaka.
6. The Secretary- in- Charge, Technical and Madrasa Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
7. H.E The High Commissioner, High Commission of the People's Republic of Bangladesh, Canberra, 21 Culgoa Circuit, O'Malley ACT 2606, Canberra, Australia.
8. H.E the High Commissioner, High Commission of Australia, 184, Gulshan Avenue, Gulshan #2, Dhaka-1212.
9. Additional Secretary (Admin & Finance)/Development), Ministry of Education, Dhaka.
10. Director General, Directorate of Immigration & Passport, Dhaka.
11. Director General, Directorate of Secondary and Higher Education, Dhaka.
12. Cheif Engineer, Education Engineering Department, Dhaka.
13. Project Director, Teaching Quality Improvement-II (TQI-II) Project, Dhaka.
14. Director General, National Academy for Educational Management (NAEM), Dhaka.
15. Director, Bangladesh Bureau of Educational Information and Statistics (BANBEIS), Dhaka.
16. Mr/ Mrs .....
17. P.S to Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka.
18. Director, Hazrat Shahjalal International Airport, Dhaka.
19. Senior Assistant Secretary, Consular Section, Ministry of Foreign Affairs, Dhaka (With a request to process Note Verbal to the High Commission of Australia in Dhaka for issuing visa in favor of them)
20. Senior System Analyst, Ministry of Education (with a request to publish in the web site).
21. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
(Md. Jahirul Islam)  
Deputy Secretary