

Government of the People's Republic of Bangladesh
Ministry of Power, Energy and Mineral Resources
Energy and Mineral Resources Division
Administration-1 Branch

No: 28.00.0000.020.25.189.14(Part).

Date: 09-01-2018

To,

The Chairman
Petrobangla, Dhaka.

Subject: Approval of the visit to Malaysia.

The undersigned is directed to convey the sanction of the deputation of the following officers for attending the training programme on "HR Competencies: Forecasting, Design, Development and Implementation" in Malaysia for 10 (Ten) days (excluding travel time) from 02-02-2018 to 11-02-2018 or from the nearest possible time under the following terms and conditions :

Sl. No	Name and Designation	Ministry/Division/Corporation
1.	Mr. A S M Manzurul Quader, Director	Hydrocarbon Unit
2.	Mr. Md. Abdul Quaiyum, Director	Bureau of Mineral Development
3.	Mr. Kazi Hassan Masud, Deputy General Manager	GTCL
4.	Mrs. Shahnaz Begum, Manager	GTCL
5.	Mr. Helal Uddin Mohammad Yunus, Manager	GTCL
6.	Mr. Swagatam Talukder, Manager	GTCL
7.	Mr. Muhammad Khorsedul Alam, Manager	GTCL
8.	Mrs. Masuma Begum, Manager	GTCL
9.	Mr. Md. Nazrul Islam, Manager	GTCL
10.	Mr. S.M.Tuhin-or-Rashid, Manager	GTCL
11.	Mrs. Amena Begum, Manager	GTCL
12.	Mrs. Suravi Rani Golder, Manager	GTCL
13.	Mr. Abu Musa, Manager	GTCL
14.	Mrs. Ratna Rani Sarker, Deputy Manager	GTCL
15.	Mr. Mohammad Khairul Kabir, Deputy Manager	GTCL
16.	Mr. Mohammad Alamgir Hossain, Deputy Manager	GTCL
17.	Mr. Mohammad Didarul Hyder, Deputy Manager	GTCL
18.	Mr. Md. Shafiqur Rahman, Deputy Manager	GTCL
19.	Mrs. Shahida Akter, Assistant Manager	KGDCL
20.	Mr. S M Lutfar Rahman, Deputy Manager	SGCL
21.	Mr. Tapash Saha, Assistant Manager	SGCL
22.	Mr. Md. Rafiqul Islam, Administrative Officer	Energy and Mineral Resources Division

- (a) While on deputation they will be treated as on duty;
- (b) They will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency.
- (c) They will not be allowed to stay abroad more than the approved period.
- (d) All the expenses of the visit to Malaysia will be borne by respective Company and the expenses of serial no-1, 2 & 22 will be borne by SGCL, KGDCL & GTCL training fund respectively.
- (e) They will have to submit a report to this Division within 07 (seven) days after their return.

=02=

2. This order has been issued with the approval of the competent authority.

Sincerely yours,

SD
(Mohammaed Kamruzzaman)
Deputy Secretary
Tel : 880-2-9514165

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Distribution for kind information/necessary action :

1. Secretary, Ministry of Foreign Affairs, Dhaka. **(With a request to issue note verbale).**
2. Director General, Immigration & Passport, Dhaka.
3. H.E High Commissioner, High Commission of Malaysia, Dhaka, Bangladesh.
4. H.E High Commissioner, Bangladesh High Commission, Kuala Lumpur, Malaysia.
5. Director, Hazrat Shahjalal International Airport, Dhaka.
6. Managing Director, SGCL/KGDCL/ GTCL, Dhaka.
7. P.S. to Secretary, Energy & Mineral Resources Division, Dhaka.
8. Mr/Mrs.....
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
10. ICT Cell, Energy and Mineral Resources Division.
11. Office Copy.

MS *09.01.18*
(Mohammaed Kamruzzaman)
Deputy Secretary