

Government of the People's Republic of Bangladesh  
Ministry of Planning  
Implementation Monitoring and Evaluation Division (IMED)  
She-e-Bangla Nagar, Dhaka-1207  
[www.imed.gov.bd](http://www.imed.gov.bd)

Memo No: 21.00.0000.060.14.056.16-565

Date: 9<sup>th</sup> October, 2017

From : Fazana Hossain  
Assistant Director

To : Chief Accounts Officer  
Implementation Monitoring and Evaluation Division  
Segun Bagicha, Dhaka.

Subject : **Sanction for Participation in Overseas Seminar on "Best Practices on Monitoring and Evaluation" in Kuala Lumpur, Malaysia (Batch-1).**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh to the following Government Officials to visit Kuala Lumpur, Malaysia for attending a seminar which will be conducted by **International Malaysian Training Centre (IMTC)** under the Investment Project titled "Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (1<sup>st</sup> Revised)" from 05-09 November, 2017 or for 05 (Five) days (including travel time) from the date of actual traveling:

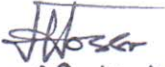
1. Md. Wahid Hossain, Assistant Director, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
2. Hasina Begum, Administrative Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
3. Mst. Nure Nasrin, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
4. Md. Aminur Rahman, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
5. Md. Mahabub Hossain, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
6. Parimal Chandra Bormon, Administrative Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
7. Md. Shahidur Rahman, Librarian, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
8. Sanjoy Karmakar, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
9. Md. Safiqur Rahman, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
10. Faisal Kabir, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.

2. Terms and Conditions:

- a) While participating in the seminar and on journey to and from they will be treated as on duty.
- b) They will draw his/her pay and allowances in local currency, no part of it shall be drawn in foreign currency.
- c) Participants' airfare, daily allowances (including transit and terminal), program fees (including VAT+IT) will be born from "Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (1<sup>st</sup> Revised)" Project.
- d) They will not be allowed to stay in abroad more than five days (including travel time).
- e) They have to submit a report regarding the program to the Secretary, Implementation Monitoring and Evaluation Division within 15 (Fifteen) days of return from abroad (a copy to Project Director, SMECI Project).

3. This order is issued with the approval of the competent authority.

4. The Program will be arranged by **Institute of Professional Training and Management (IPTM)**, Dhaka, Bangladesh on pre-financing basis. After completion of the program payment will be made from SMECI (1<sup>st</sup> Revised) Project fund.

  
09.10.17  
(Farzana Hossain)

Assistant Director

Phone: 9103289

e-mail : farzanalawdu@gmail.com

Copy for information and necessary action to (not in accordance with the seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Prime Minister's Office, Tejgoan, Dhaka.
3. Secretary, Planning Division, Sher-e-Bangla Nagar, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
5. H.E. The High Commissioner, Malaysian Consulate in Dhaka, House No: 19, Road No: 06, Baridhara, Dhaka-1212, Bangladesh. (Phone: +88-02-9847759).
6. H.E. The High Commissioner, Bangladesh High Commission in Malaysia, (Address: Wisma HRIH Lotus, 442 1<sup>st</sup> floor, Jalan Pahang, Setapak 53000 Kuala Lumpur, Malaysia (Tel: +60340212539, +60340212540, +60340212541).
7. Director General, Immigration and Passport, Agargoan, Dhaka.
8. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
9. Director (Asia), Ministry of Foreign Affairs, Dhaka (With request to Issue Note Verbal).
10. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
11. General Manager, Foreign Exchange Department, Bangladesh Bank, Dhaka.
12. Project Director, SMECI (1<sup>st</sup> Revised) Project, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
13. Mr. Md. Wahid Hossain, Assistant Director, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
14. Mrs. Hasina Begum, Administrative Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
15. Mrs. Mst. Nure Nasrin, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
16. Mr. Md. Aminur Rahman, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
17. Mr. Md. Mahabub Hossain, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
18. Mr. Parimal Chandra Bormon, Administrative Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
19. Mr. Md. Shahidur Rahman, Librarian, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
20. Mr. Sanjoy Karmakar, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
21. Mr. Md. Safiqur Rahman, Evaluation Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
22. Faisal Kabir, Personal Officer, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
23. International Malaysian Training Centre (IMTC) Training Firm, Kuala Lumpur, Malaysia, (Requesting to provide Offer letter to the project authority mentioning name of the participants.)
24. Accounts Officer SMECI (1<sup>st</sup> Revised) Project, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.



09.10.17

(Farzana Hossain)

Assistant Director

Phone: 9103289

e-mail: farzanalawdu@gmail.com

Copy for Information to:

1. PS to Honorable State Minister, Ministry of Planning, Sher-E-Bangla Nagar, Dhaka.
2. PS to Secretary, IMED, Ministry of Planning, Sher-E-Bangla Nagar, Dhaka.
3. ~~PO to Additional Secretary~~ (Admin), IMED, Ministry of Planning, Sher-E-Bangla Nagar, Dhaka.
- ✓ 4. Mr. Muhammad Moshir Rahman, Programmer, IMED, Ministry of Planning, Sher-E-Bangla Nagar, Dhaka (With request to publish the GO in IMED website).
5. Office Copy.