

Government of the People's Republic of Bangladesh
Foreign Training Section, Ministry of Industries
91, Motijheel C/A, Dhaka.
www.moind.gov.bd

No.: 36.00.0000.052.25.012.18-

Dated: 11 February 2020

Chief Accounts Officer
Ministry of Industries
CGA Bhaban, Segunbagicha
Dhaka.

Subject: Permission to participate in the program "WIPO-WTO Advanced Course on Intellectual Property for Government Officials" to be held in Geneva, Switzerland from 16-27 March, 2020.

Dear Sir,

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow Mr. Md. Mostafa Zaman, Senior Assistant Secretary, Ministry of Industries to participate in the program "WIPO-WTO Advanced Course on Intellectual Property for Government Officials" to be held in Geneva, Switzerland from 16-27 March, 2020 (excluding travel time and transit) under the terms and conditions mentioned below :

2. Terms & conditions:

- a) In this connection all expenses will be borne by WIPO-WTO.
 - b) He will be treated as on duty during the tour and transit and will receive pay and allowances for this period accordingly.
 - c) He will not be allowed to draw his pay and allowances in foreign currency.
 - d) He will not be allowed to extend his stay abroad beyond the permitted time.
 - e) He will have to submit a concise report (1-2 pages) in English after returning from abroad to the Secretary, Ministry of Industries within seven days in this regard.
3. This order is issued with the approval of the competent authority.

Sincerely yours,



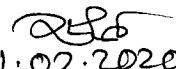
(Mohammad Jahangir Alam)
Assistant Secretary
Phone: +88 02 9551410
e-mail: sasfortr@moind.gov.bd

No.: 36.00.0000.052.25.012.18-72

Dated: 11 February 2020

Copy for kind information & necessary action to:

1. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with request to take necessary action for issuing Note Verbale).
3. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Embassy of Bangladesh in Switzerland [by diplomatic bag].
5. Director General, Department of Immigration & Passport, Dhaka.
6. Director, Hazrat Shahjalal International Airport, Dhaka.
7. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
8. P.S. to Hon'ble Minister of State, Ministry of Industries, Dhaka.
9. Mr. Md. Mostafa Zaman, Senior Assistant Secretary, Ministry of Industries, Dhaka.
10. P.S. to Secretary, Ministry of Industries, Dhaka.
11. System Analyst, Ministry of Industries, Dhaka (to upload the copy in the website of Ministry of Industries).
12. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
13. Office Copy.



11.02.2020

(Mohammad Jahangir Alam)
Assistant Secretary