

Government of the people's Republic of Bangladesh  
Ministry of Posts, Telecommunications & Information Technology  
**Information and Communication Technology Division**  
ICT Tower, Agargaon, Dhaka.  
Personnel Service Branch  
www.ictd.gov.bd

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Date: 25 June, 2018

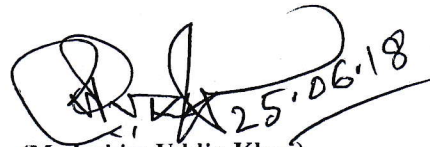
**Government Order**

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of the following officials to attend training on "Smart Office Management" and knowledge sharing program in e-Governance, e-Service related activities to be held in Russia during 28 June-03 July 2018 under the following terms and conditions mentioned in para-02:

| Sl. | Name                         | Designation   |
|-----|------------------------------|---|
| 1.  | Mr. Mohammad Mohsinul Alam   | System Manager (Joint Secretary), Department of Information and Communication Technology, ICT Division.                                 |
| 2.  | Mr. Md. Rezaul Maksud Jahedi | Director (Joint Secretary), Department of Information and Communication Technology, ICT Division.                                       |
| 3.  | Mr. Mohammad Lutfur Rahman   | Director (Deputy Secretary), Department of Information and Communication Technology, ICT Division.                                      |
| 4.  | Mst. Aspia Aktar             | Deputy Chief, Information and Communication Technology Division.  |
| 5.  | Mr. Mohammad Abul Hashem     | Deputy Director (Deputy Secretary), Department of Information and Communication Technology, ICT Division.                               |
| 6.  | Mr. Mustain Billah           | Deputy Director (Deputy Secretary), Department of Information and Communication Technology, ICT Division.                               |
| 7.  | Mr. Md. Shamim Reza          | Assistant Programmer, Department of Information and Communication Technology, Upazila Office, Dhunat, Bagura (Attached to head office). |

**02. Terms and conditions:**

- (a) Entire period of this travel will be treated as on duty;
- (b) All expenses in this connection will be borne by Department of Information and Communication Technology from its training budget;
- (c) They will start their journey for Russia on 27 June 2018 or on a nearest possible date;
- (d) They will draw their pay and allowances in local currency for the entire period of this travel;
- (e) They will have to submit a report on the programme to the Personnel Service Branch within 5 days of their return;
- (f) They will keep contact with higher authorities using online communication system/applications during the training.

  
(M. Jashim Uddin Khan)  
Deputy Secretary  
☎ 02-55006857 (off.)  
✉ jashim@ictd.gov.bd

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

1. H. E. The Ambassador, The Embassy of Russia in Bangladesh.
2. H. E. The Ambassador, The Embassy of Bangladesh in Russia (By Bag).
3. Director General, Department of Information and Communication Technology, Agargaon, Dhaka.
4. Additional Secretary (All), Information & Communication Technology Division, Agargaon, Dhaka.
5. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
6. Director General (Consular Wing), Ministry of Foreign Affairs.
7. Director, Civil Aviation, Hazrat Shah Jalal International Airport, Kurmitola, Dhaka.
8. PS to Honorable Minister, Ministry of Posts, Telecommunications & Information Technology.
9. Senior Systems Analyst, ICT Division, Agargaon, Dhaka (For hosting this GO on website).
10. PS to Hon'ble Minister of State, Information and Communication Technology Division, Dhaka.
11. PS to Secretary, Information and Communication Technology Division, Agargaon, Dhaka.
12. Chief Accounts Officer, Information and Communication Technology Division, Segunbagicha, Dhaka.
13. Immigration Officer, Hazrat Shah Jalal International Airport, Kurmitola, Dhaka.
14. Mr/Ms. ....