

Memo No.-46.10.0000.003.25.020.16.39

Date: 27 Kartik, 1425  
11 November 2018

**Subject: Sanction for visiting Malaysia for Official purpose.**

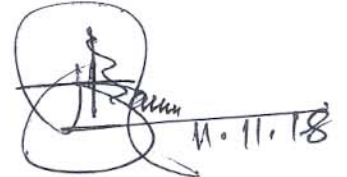
The undersigned is directed to convey the sanction of the Dhaka North City Corporation in favour of bellow DNCC Personnel to visit Malaysia and participate Operation & Maintenance Training on Mortuary Van to be held in IMARAH AUTO SDN BHD manufacturing Plant at Malaysia during 27-31 October 2018 or 05 days from the date of departure:

1. Aminur Rahaman Chowdhury, Sub Assistant Engineer, Urban Resilience Project, DNCC, Bangladesh.
2. Mohammad Enayet Hossain, Social Welfare Officer, Social Welfare and Slum Development Department, DNCC, Bangladesh.
3. Md Israfil Hossen, Driver, Transport Department, DNCC, Bangladesh.

02. Terms & Conditions:

- a. The period to be spent for the program including travel will be treated as on duty.
- b. They will draw their usual pay and allowances from Bangladesh in local currency.
- c. All the expenses in connection with the visit in Malaysia will be borne by supplier as per contract.
- d. On return from abroad, they will report to Dhaka North City Corporation and submit a report within 07 (Seven) days.
- e. They will not be allowed to stay abroad beyond the deputed period.

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



(Rabindra Sri Barua)  
(Joint Secretary)

Secretary  
Dhaka North City Corporation

**Copy forwarded for kind information and necessary action to (Not in order of seniority):**

1. Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Ministry of Foreign Affairs, Bangladesh (with request to arrange issuance of note verbale).
3. Director General, Immigration and passports, Dhaka.
4. Director, Hazrat Shah Jalal (R) International Airport, Dhaka.
5. H. E Ambassador, Embassy of Federal Government of Malaysia, Baridhara, Dhaka.
6. H.E Ambassador, Embassy of the people's Republic of Bangladesh, Kuala Lumpur, Malaysia.
7. General Manager, Foreign Exchange Division, Bangladesh Bank, Dhaka.
8. Chief Engineer/ General manager (Transport)/ Chief Social Welfare And Slum Development Officer, Dhaka North City Corporation.
9. Chief Accounts Officer, Dhaka North City Corporation.
10. System Analyst, Dhaka North City Corporation (with a request to upload the GO in the DNCC official website).
11. Project Director, Urban Resilience Project (URP), Dhaka North City Corporation.
12. Staff Officer to Chief Executive Officer, Dhaka North City Corporation,
13. Assistant Secretary, Establishment-2/Training Cell, Dhaka North City Corporation.
14. Immigration Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
15. Nominated Personnel, ....., DNCC, Bangladesh.
16. PA to Honorable Mayor, Dhaka North City Corporation.
17. Office copy/Personal file.