



## Bangladesh Technical Education Board

Agargoan Sher-E – Bangla Nagar

Dhaka – 1207

www.bteb.gov.bd

Memo No BTEB/Admin/Foreign Training /2016/393

Date : 09-10-2016

### Office Order

In Reference to the Memo No MOE.37.00.0000.084.07.005.11(Part)-423 Date: 29.09.2016 Bangladesh Technical Education Board (BTEB) is pleased to allow the following officer's to attend the "TVET Leadership program (1<sup>st</sup> Batch)" to be held in Singapore from 11–18 October 2016.

Mr. Md. Akhteruzzaman, Director (Curriculum) will perform his duty except financial & Administrative matter in absence of Secretary Md. Nayeb Ali Mondal in addition to his normal duty for the said period and Mr Md. Shamsul Alam, Project Director, will perform his duty in absence of Controller of Examinations Sushil Kumar Paul in addition to his normal duty for the said period.

SL.No	Name & Designation of the officers
1.	Md Nayeb Ali Mondal Secretary Bangladesh Technical Education Board Dhaka -1207 Mobile : 01714077005 Website : www.bteb.gov.bd Email: Secretary@bteb.gov.bd
2.	Sushil Kumar Paul Controller of Examinations Bangladesh Technical Education Board, Dhaka-1207 Mobile : 01714075838 Website : www.bteb.gov.bd Email: Controller@bteb.gov.bd

- All expenses related to their participation will be borne by the Skills & Training Enhancement Project (STEP).
- They will not be provided any part of the Salary and allowances in foreign currency.
- The period of their abroad including transit period will be treated as on duty.
- They will not be allowed to stay abroad more then the approved period.
- They will have to submit a report to the Ministry of Education within 15 (fifteen) days of their return.

2. This is issued with the approval of the competent authority.

Sd/-  
**(Md. Nayeb Ali Mondal)**

Secretary  
Bangladesh Technical Education Board  
Dhaka – 1207


Phone : 9115428 (Office)

Date : 09-10-2016

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#### Copy for kind information and necessary action to:

- The Secretary, Ministry of Education, Dhaka-1000.
- The Secretary, Ministry of Foreign Affairs, Dhaka-1000.
- H.E the Ambassador, The Embassy of the Royal Singapore House No-5 (NEL) Road No-83 Gulshan-2, Dhaka, Bangladesh (Requested for issuing visa).
- H.E the Ambassador, The Embassy of the People's Republic of Bangladesh in Singapore 101 Thomson Road-05-04, United Squire, Singapore.
- C.E.O, NSDC Secretariat, Tejgaon, Dhaka-1208.
- Director General, Directorate of Technical Education, Dhaka-1207.
- Director General, Directorate of Immigration & Passport, Dhaka-1207.
- Chairman, Bangladesh Technical Education Board, Dhaka-1207.
- Director, Hazrat Shahjalal International Airport, Dhaka-
- Secretary, Bangladesh Technical Education Board, Dhaka-1207.
- Mr. Md. Akhteruzzaman, Director (Curriculum), Bangladesh Technical Education Board, Dhaka-1207.
- Engg. Md. Shamsul Alam, Project Director, Bangladesh Technical Education Board, Dhaka-1207.
- Senior Assistant Secretary, Consular Section, Ministry of Foreign Affairs, Dhaka (He is requested to issue Note Verbal to the Ambassador, Embassy of Royal Singapore in Dhaka for issuing visa in favor of them).
- Deputy Director (A & A) Bangladesh Technical Education Board, Dhaka-1207.
- P.O. to Chairman, Bangladesh Technical Education Board, Dhaka-1207.
- Personal file.
- Office Copy.

  
9.10.16  
**(Md. Nayeb Ali Mondal)**  
Secretary

Bangladesh Technical Education Board  
Dhaka – 1207

Phone : 9115428 (Office)