

Government of the people's Republic of Bangladesh
National Housing Authority
Ministry of Housing and public Works
Dhaka.
www.nha.gov.bd

Memo no: 25.38.0000.302. 25.003.17-630

Date- 31/07/2018.

Office Order

National Housing Authority, Government of the People's Republic of Bangladesh Ministry of Housing and public works, following permission Memo no-25.00.0000.031.14.021.13-438, date 28 June 2018, is pleased to allow for the following 04(four) officials to visit Germany from 04 August 2018 to 16 August 2018 or 13 (thirteen) days including transit time for attend a Training program regarding "Lift & Escalator Safety Management" which is scheduled to be held SRH Aufzuge GmbH in Bremen(HRB 29141B), Germany. They will depart from Dhaka on August 4, 2018 for Frankfurt and 13 August 2018 will leave from Italy, According to their collective ticket, due to the transit, that can stay in Dubai for more than three days.

No	Name & Designaton	Address
1	Mr.Mohammad Radiuzzaman Sub Assistant Engineer	National Housing Authority, Segunbagicha, Dhaka.
2	Mr.Md.Humayun Kabir Sub Assistant Engineer	National Housing Authority, Segunbagicha, Dhaka.
3	Mr. Mohammad Emamul Islam Sub Assistant Engineer	National Housing Authority, Segunbagicha, Dhaka.
4	Mr. Md. Shahariar Jony Sub Assistant Engineer	National Housing Authority, Segunbagicha, Dhaka.

2. The terms and conditions are as follows:

- (a) While on deputation they will be treated as on duty (including travel and transit time)
- (b) They will draw their pay and allowances in local currency. No part of it shall be drawn in foreign currency.
- (c) All expenditure regarding the visit will be borne by PROPERTY DEVELOPMENT LTD.

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

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(Gulrukh khadiza Jahan)
Deputy Director (Admin & Training)
Phone- 02-9576518.

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1. Secretary, Ministry of Housing and public Works, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. H.E Ambassador, Embassy of Bangladesh in Germany, Dovestrassle1, 10587 Berlin, Germany.
4. Ambassador, Embassy of Federal Republic of Germany, 178 Gulshan Avenue, Gulshan-2, Dhaka-1212.
5. Director General, Directorate of immigration and Passport, Agargaon, Dhaka.
6. Member (Admin & Finance)/(Land & Asset Management.), National Housing Authority, Segunbagicha, Dhaka.
7. Executive Engineer, Dhaka Division-1, National Housing Authority, Mirpur, Dhaka.
8. Deputy Director (finance & Accounts)/(Land & Asset Management-1/2), National Housing Authority, Segunbagicha, Dhaka.
9. Chief Security officer, Hazrat Shajalal (Rm) International Airport, Dhaka.
10. Private Secretary to Chairman, National Housing Authority, Segunbagicha, Dhaka.
(for Kind Information to Chairman)
11. Mr. -----
12. Office copy.

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Deputy Director (Admin & Training).