

Government of the People's Republic of Bangladesh  
Ministry of Religious Affairs  
Planning-1 Section  
Bangladesh Secretariat, Dhaka.

No. 16.00.0000.007.01.027.18.372

Date : 19.02.2025

To : Chief Finance and Accounts Officer  
Ministry of Religious Affairs  
Segunbagicha, Dhaka.

Subject : Administrative Approval to visit factory & inspect the machine for pre-shipment inspection in China and Japan.

Sir,

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh in favour of the following officials for their visit to China and Japan for pre-shipment inspection of the Digital high speed paper cutting machine and knife, Three knife trimmer paper cutting machine and knife, Automatic three fold folding Machine in factory premises in Zhenglou, Pingyang, Wenzhou, Zhejiang & Hunan, China and Four color sheet feed offset printing, Bi-color sheet feed offset printing Machine in factory premises in Yamagata, Japan during 09-19 February 2025 or from the nearest possible date under the terms and conditions mentioned below :

Sl.	Name & Designation	Office	Remark
1.	Abdus Salam Khan Director General	Islamic Foundation, Dhaka.	Team Leader
2.	Md Abubakor Siddik Senior Information Officer	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka	Member
3.	Mohammad Harunur Rashid Project Director	Modernization of Islamic Foundation Press by Including New Machineries Project Office, Islamic Foundation, Dhaka.	Member
4.	Md Ali Hossain Chief Instructor (Graphic Design Technology)	Graphic Arts Institute, Dhaka.	Member (Technical Expert)
5.	Md Moshir Rahman Assistant Project Director	Modernization of Islamic Foundation Press by Including New Machineries Project Office, Islamic Foundation, Dhaka.	Member

02. Terms and conditions :

The Pre-shipment Inspection tour will be subject to the following terms and conditions:


- a) The entire period of stay abroad including transits will be treated as on duty. No part of salary shall be drawn in foreign currency during the said period.
- b) All expenditures including airfare, accommodation, fooding, taxes, fees and other applicable allowances of the participants in connection with the programme will be borne by the Zeeshan International Agencies Pvt Ltd, MMK Aakash Avenue, 12 Kamal Ataturk Avenue, Gulshan-2, Dhaka-1212, Bangladesh as per Government Rules.
- c) No part of expenses shall be borne from revenue/development budget of the Government of Bangladesh.
- d) After completion of their tour and return to the country they will have to submit a report to the Ministry.



P T O

- e) They cannot extend their stay abroad beyond the permitted period without prior permission.
03. This is issued with the approval of the competent authority.

Sincerely Yours,


  
19.2.2025  
Mohammad Shafiuzzaman Bhuiyan  
Deputy Secretary  
Phone : +08802223356660  
e-mail: [Planning\\_sec1@mora.gov.bd](mailto:Planning_sec1@mora.gov.bd)

No. 16.00.0000.007.01.027.18.372

Date : 19.02.2025

Copy forwarded for Kind Information and necessary action (Not according to seniority):

1. H.E. Ambassador to Bangladesh, Embassy of Japan, Dhaka/ H.E. Ambassador of Bangladesh to Japan, Bangladesh Embassy, Tokyo, Japan.
2. H.E. Ambassador to Bangladesh, Embassy of China, Dhaka/ H.E. Ambassador of Bangladesh to China, Bangladesh Embassy, Beijing, China.
3. Foreign Secretary, Ministry of Foreign Affairs. Dhaka.
4. Secretary, Technical and Madrasha Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
5. Additional Secretary (Development), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
6. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
7. Director General, Islamic Foundation, Agargaon, Dhaka.
8. Director General, Technical Education Department, Dhaka.
9. Executive Director, Hazrat Shahjalal (R.) International Airport, Dhaka.
10. PS to the Hon'ble Adviser (Joint Secretary), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
11. Md Abubakor Siddik, Senior Information Officer, Ministry of Religious Affairs, Bangladesh Secretariat Dhaka.
12. General Manager, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
13. PS to Secretary (Deputy Secretary), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
14. Systems Analyst, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
15. Consular Section, Ministry of Foreign Affairs, Dhaka (Consular Section is requested to issue Note Verbal).
16. Mohammad Harunur Rashid, Project Director, Modernization of Islamic Foundation Press by Including New Machineries Project, Islamic Foundation, Agargaon, Dhaka.
17. General Manger, Zeeshan International Agencies Pvt Ltd, MMK Aakash Avenue, 12 Kamal Ataturk Avenue, Gulshan-2, Dhaka-1212, Bangladesh.
18. Mr. Md. Ali Hossain, Chief Instructor (Graphic Design Technology), Graphic Arts Institute, Dhaka.
19. Accounts Officer, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
20. Mr. Md. Moshir Rahman, Assistant Project Director, Modernization of Islamic Foundation Press by Including New Machineries Project, Islamic Foundation, Agargaon, Dhaka.
21. Office copy/Master Copy.

  
19.2.2025  
Mohammad Shafiuzzaman Bhuiyan  
Deputy Secretary