



Memo No: 27.32.0000.007.99.002.23-24

Date: 22/01/2024

“Office Order”

Mr. Shiekh Sazzadur Rahman, Deputy Manager (HRM/Admin) of Coal Power Generation Company Bangladesh Limited (CPGCBL) is hereby released from CPGCBL on 22/01/2024 to visit **Japan** from 22/01/2024 to 07/02/2024 (including travel time) to participate in **Issue-Focused Training Course on “Management of Power Utilities”** under following terms and conditions:

1. This visit will be guided by the terms and conditions of Government Order (GO) issued by Power Division (Memo No:-27.00.0000.041.25.003.23.06; Date: 01/01/2024);
2. He is allowed to get admissible allowances as per CPGCBL (Employees) Service rules-2017 and CPGCBL Foreign Travel Allowance Rules-2014 (except air ticket, accommodation, travel tax, embarkation fee and excise duty);
3. The incumbent will submit a report [within 07(seven) working days after coming in Bangladesh] on acquired experience to HRM Department, CPGCBL in order to fulfill the condition of GO issued by power division.

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

As Directed-

M. Rahman
22.01.24

(Muhammad Matiur Rahman)

Deputy General Manager

(HRM & Admin)

E-mail: cpgcblhr@gmail.com

Distribution: (kind information and necessary action):

1. Mr. Shiekh Sazzadur Rahman, Deputy Manager (HRM/Admin), CPGCBL, Dhaka.

Copy for kind information and necessary action: (Not according to Seniority):

3. Managing Director, CPGCBL, Dhaka.
4. Ambassador, Embassy of Japan in Dhaka, Bangladesh.
5. Director General, Immigration and Passport, Dhaka.
6. Executive Director (Finance/P&D/Project), CPGCBL, Dhaka.
7. Chief Engineer (P&D/O&M) (In-charge), CPGCBL, Dhaka/ Matarbari Site Office.
8. Deputy Secretary (Company Affairs-2), Power Division, Dhaka.
9. Immigration Officer, Hazrat Sahjalal International Airport, Dhaka.
10. Deputy General Manager (Accounts-Finance/Audit), CPGCBL, Dhaka.
11. Assistant Programmer, CPGCBL, Dhaka (*requested to upload the office order at CPGCBL website*).
12. Master Copy/Office Copy.

[Signature]



Government of the People's Republic of Bangladesh
Ministry of Power, Energy and Mineral Resources
Power Division
Admin-1 Branch
www.powerdivision.gov.bd



No. 27.00.0000.041.25.003.23.06

Date: 01-01-2024

“Government Order”

The undersigned is directed to convey the sanction of deputation of the following officer of Coal Power Generation Company Bangladesh Limited (CPGCBL) to participate in the Training Course on “Management of Power Utilities” to be held in Japan from 23-01-2024 to 07-02-2024 or 16 (sixteen) days from the start of the journey (excluding travel time).

01	Sheikh Sazzadur Rahman Deputy Manager (HR & Admin), Coal Power Generation Company Bangladesh Limited (CPGCBL), Dhaka.
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2. **The terms and conditions of this order are as follows:**

- He will be treated as on duty while on deputation;
- He will draw his pay and allowances in local currencies;
- All expenses in connection with the visit including round-trip air ticket (including Travel Tax, Embarkation Fee and Excise Duty will be provided by JICA;
- He will not to stay abroad beyond the approved period;
- He will have to submit a report on acquired knowledge to this Division.

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

Sd/-
(Arun Kumar Mondal)
Joint Secretary
Phone: 9513364
E-mail: dsadmin@pd.gov.bd

No. 27.00.0000.041.25.003.23.06

Date: 01-01-2024

Copy for kind information and necessary action to:

(Not according to seniority)

- Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka {Attention: D.G (Consular) with a request to issue note verbale}.
- His Excellency the Embassador, The Embassy of Japan in Dhaka, Bangladesh.
- Additional Secretary (Admin), Power Division.
- Managing Director, Coal Power Generation Company Bangladesh Limited (CPGCBL), Dhaka.
- Director General, Immigration & Passport, Agargaon, Dhaka.
- PS to Senior Secretary, Power Division (For kind attention of the Senior Secretary).
- Mr-----
- Director, Hazrat Shahajalal International Airport, Dhaka, Bangladesh.
- Programmer, Power Division (Request to publish in the Power Division Website).
- Office Copy.

(Arun Kumar Mondal)
Joint Secretary