Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Intangible Heritage Section
Bangladesh Secretariat, Dhaka.
www.moca.gov.bd

Memo: 43.00.0000.130.29.001.22 (Part-1). /138 Date: 29 October 2026

From: Shiuli Hari
Senior Assistant Secretary

To : Chief Accounts and Finance Officer
Ministry of Cultural Affairs
Hisab Bhaban, 3rd Phase, Segunbagicha, Dhaka.

Subject: Approval for participating in training on 'Emergency Response for Documentary Heritage' to be held in Colombo, Sri Lanka.

The undersigned is directed to convey Government's approval to the following delegate for participating in training on 'Emergency Response for Documentary Heritage' to be held from 30 November-4 December 2026 or 5(five) days from the start of the journey (excluding travel time) in Colombo, Sri Lanka.

SI No.	Name & Designation	Passport No.
01.	Dr. Mokhlesur Rahman, Assistant Director (Archives), Department of Archives and Library, Agargaon, Sher-E- Bangla Nagar, Dhaka.	E00155526

2. **The Terms and Conditions:**
(a) All related expenses of the tour will be borne by the organizing authority. There will be no financial involvement of the Government of Bangladesh regarding this visit;
(b) The period to be spent for this visit including transit will be treated as on duty for the delegate.
(c) The delegate will draw his pay and allowances (where applicable) in local currency and no part of their allowances should be drawn in foreign currency;
(d) He will have to submit a report with photographs about this tour to the Ministry of Cultural Affairs within 7(Seven) days of his return.

3. This order has been issued with the approval of the competent authority.

Sd/-
Shiuli Hari
Senior Assistant Secretary
Phone: 02-55100881
E-mail intangible.culture@moca.gov.bd

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Copy for kind information and necessary action to (not in line with the seniority)
1. Foreign Secretary, Ministry of Foreign Affairs. Segunbagicha, Dhaka.
2. H.E. High Commissioner, High Commission of the Democratic Socialist Republic of Sri Lanka, House 4 A, Road-113 Gulhsan Modes Town, Dhaka-1212.
3. H.E. High Commissioner, High Commission of the People's Republic of Bangladesh, Colombo, Sri Lanka.
4. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue note verbale in favour of the officer).
5. Director General, Department of Archives and Library, Agargaon, Sher-E- Bangla Nagar, Dhaka.
6. Director General, Department of Immigration & Passport, Agargaon, Sher-E- Bangla Nagar, Dhaka.
7. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
8. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
9. Dr. Mokhlesur Rahman, Assistant Director (Archives), Department of Archives and Library, Agargaon, Sher-E-Bangla Nagar, Dhaka.
10. System Analyst, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka. (with a request to publish the notification at MoCA website).
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

29/10/2026
Shiuli Hari
Senior Assistant Secretary