

(To be replaced with the same date & number)
Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka.
www.moca.gov.bd

Memo: 43.00.0000.113.25.012.2018-60

Date: 02 June 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 'Seminar on Archives and Library Management Capacity Building of Bangladesh' to be held in Wuhu, China.

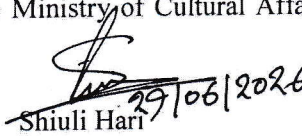
The undersigned is directed to convey Government's approval to the following delegation for participating in "Seminar on Archives and Library Management Capacity Building of Bangladesh" to be held from 06- 20 July 2026 or 15(fifteen) days from the start of the journey (excluding travel time) in China:

SI No.	Name & Designation	Passport No.
1.	Kh Zoherul Islam, Director General (Additional Secretary) Department of Archives & Library	E 00148637
2.	Md Bellal Hossain Khan, Joint Secretary, Ministry of Cultural Affairs, Dhaka.	E00161672
3.	Ireen Farzana, Joint Secretary, Ministry of Cultural Affairs, Dhaka.	F00069510
4.	Mousumi Sarkar Rakhi, Deputy Secretary, Ministry of Cultural Affairs, Dhaka.	E00141005
5.	Md Haris Sarker, Programmer, Department of Archives and Library.	E 00113264
6.	Md Jamal Uddin Chief Bibliographer/Deputy Director Department of Archives and Library.	E 00177144
7.	Tahmina Akter, Deputy Director (Archives) Department of Archives and Library.	E 00175093
8.	Md Abu Daud, Deputy Director (Admin) Department of Archives and Library.	E00226037
9.	Muhammad Muslim Uddin, Bibliographer Department of Archives and Library.	E00177425
10.	Md Elias Miah, Research Officer Department of Archives and Library.	E00177143
11.	Mohammad Moniruzzaman Khan, Assistant Programmer Department of Archives and Library.	E00226039
12.	Mokhlesur Rahman, Assistant Director (Archives) Department of Archives and Library.	E00155526
13.	Md Arifur Rahman, Assistant Programmer Department of Archives and Library	E00226038
14.	Mst Mahfuza Begum, ISBN Officer Department of Archives and Library.	A07148325
15.	Hammadur Rahman, Documentation Officer Department of Archives and Library.	A02989149
16.	Babul Akhtar, Compilation Officer, Department of Archives and Library.	A09199582
17.	Md Shahidullah Junior Microfilming and Photostating Officer Department of Archives and Library	A07178599
18.	Mohammad Faridi, ICT Lab Technician Department of Archives and Library.	A09739573
19.	Md Abu Bakar Siddique, Senior Technical Assistant (Archives), Department of Archives and Library.	E00226025

02. 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) Admissible pocket allowances and terminal charges for participating members will be borne by the Government of Bangladesh as per rules;
- (c) The period to be spent for this visit including transit will be treated as on duty for the officials;
- (d) The officials will draw their pay and allowances (where applicable) in local currency and no part of their allowances should be drawn in foreign currency;
- (e) They will not be allowed to stay abroad for more than the approved period;
- (f) They will have to submit a report with photographs about this tour to the Ministry of Cultural Affairs within 7(Seven) days of their return.

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


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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Beijing, China.
4. H.E. Ambassador, Embassy of the People's Republic of China, Plot 2&4, Embassy Road, Block-1, Baridhara, Dhaka.
5. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue note verbale in favour of the officer).
6. Kh. Zoherul Islam, Director General (Additional Secretary), Department of Archives and Library, Agargaon, Sher e Bangla Nagar, Dhaka.
7. Director General, Department of Immigration & Passport, Agargaon, Sher e Bangla Nagar, Dhaka.
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. PS to Hon'ble State Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
11. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
12. Md Bellal Hossain Khan, Joint Secretary, Ministry of Cultural Affairs, Dhaka.
13. Ireen Farzana, Joint Secretary, Ministry of Cultural Affairs, Dhaka.
14. Mousumi Sarkar Rakhi, Deputy Secretary, Ministry of Cultural Affairs, Dhaka.
15. Md Haris Sarker, Programmer, Department of Archives and Library.
16. Md Jamal Uddin, Chief Bibliographer/Deputy Director, Department of Archives and Library.
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23. Mr. Md Arifur Rahman, Assistant Programmer, Department of Archives and Library.
24. Mst Mahfuza Begum, ISBN Officer, Department of Archives and Library.
25. Hammadur Rahman, Documentation Officer, Department of Archives and Library.
26. Babul Akhtar, Compilation Officer, Department of Archives and Library.
27. Md Shahidullah, Junior Microfilming and Photostating Officer, Department of Archives and Library.
28. Mohammad Faridi, ICT Lab Technician, Department of Archives and Library.
29. Md Abu Bakar Siddique, Senior Technical Assistant (Archives), Department of Archives and Library.
- ✓ 30. System Analyst, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka. (with a request to publish the notification at MoCA website).
31. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


Shiuli Hari