

Government of the People's Republic of Bangladesh  
Program on Agricultural and Rural Transformation for Nutrition  
Entrepreneurship and Resilience in Bangladesh (PARTNER)  
Department of Agricultural Extension  
Khamarbari, Dhaka-1215

Memo Number: 12.01.0000.039.06.020.24.1200

Date: 31.10.2024

**Monthly Coordination Meeting (In-Person) Notice**

This is to inform you that, the monthly coordination meeting of PARTNER in person would be held on November 7, 2024 (Thursday) at 10.00 am at Department of Agricultural Extension (Planning, Project Implementation & ICT Wing Conference Room, Room No: 731, 6<sup>th</sup> floor, 3<sup>rd</sup> Building), Khamarbari, Dhaka.

**Agenda of the meeting are as below:**

1. DLI/DLR wise progress 2024-25
2. Presentation on achievement of last fiscal year 2023-24
3. Preparing Program Asset Register and Asset statements as per given format.
4. RADP Budget preparation
5. Agency wise Procurement Progress Report
6. Audit preparation (all financial activities)
7. Budget Implementation Plan (BIP) Preparation
8. Miscellaneous

It is mentionable that all APDs from IAs and Focal Persons from SPs are requested to bring their documents in the meeting. Your physical presence is highly appreciated.

  
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**Distribution (Not according to seniority):**

1. Additional Program Director (APD), APCU, PARTNER, DAE, Khamarbari, Farmgate, Dhaka.
- 2-7. Agency Program Director (APD), DAM/BARC/BADC/BARI/BRRI/BMDA.
- 8-11. Deputy Program Director (DPDs) (All), APCU-DAE, PARTNER.
- 12-19. Agency Focal, SRDI/Hortex Foundation/BSRI/BINA/BIRTAN/CDB/BJRI/BWMRI.
- 20-33. Senior Monitoring officer (SMOs), Dhaka/ Chattogram/ Cumilla/ Sylhet/ Mymensing/ Rangamati/ Khulna/ Barishal/Jessore/ Rajshahi/ Faridpur/ Bogura/ Rangpur/ Dinajpur (All Region)
- 34-39. Specialists (FM/ M&E/ PS/GS/ ICTS/ ESS) of PCU, PARTNER
- 40-42. Specialists (AFM/ APS/ AICTS) of APCU-DAE, PARTNER
- 43-52. DTT Head (All), DLI 1/2/3/4/5/6/7/8/9/10, PARTNER
53. Office copy.

**Distribution (For kind information):** For information and necessary action

1. Director General, Department of Agricultural Extension (DAE), Khamarbari, Dhaka-1215.
2. Director General, Department of Agricultural Marketing (DAM), Khamarbari, Dhaka-1215

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3. Executive Chairman, Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka-1215.
4. Chairman, Bangladesh Agricultural Development Corporation (BADC), Manik Avenue, Dhaka-1207
5. Chairman, Barind Multipurpose Development Authority (BMDA), Cantonment Road, Aambagan, Rajshahi-6000.
6. Director General, Bangladesh Agricultural Research Institute (BARI), Joydebpur, Gazipur-1701
7. Director General, Bangladesh Rice Research Institute (BRRI), Joydebpur, Gazipur- 1701.
8. Director General, Soil Resource Development Institute (SRDI), Krishi Khamar Sarak, Dhaka-1215
9. Director General, Bangladesh Institute of Nuclear Agriculture (BINA), BAU Campus, Mymensingh-2202
10. Director General, Bangladesh Institute of Research and Training on Applied Nutrition (BIRTAN), Bishnandi, Araihazar, Narayanganj.
11. Director General, Bangladesh Jute Research Institute (BJRI), Manik Avenue, Dhaka-1207
12. Director General, Bangladesh Wheat & Maize Research Institute (BWMRI), Nashipur, Dinajpur.
13. Director General, Bangladesh Sugar crop Research Institute (BSRI), Ishwardi, Pabna.
14. Additional Secretary, Planning Wing, Ministry of Agriculture, Bangladesh Secretariat, Dhaka-1000.
15. Executive Director, Cotton Development Board (CDB),
16. Managing Director, Hortex Foundation, Manik Avenue, Dhaka-1207.
17. Joint Secretary, PPC Wing, Ministry of Agriculture, Bangladesh Secretariat, Dhaka-1000.
18. Mr. Jean Saint-Geours, Senior Economist (South Asia Region), World Bank.
19. Additional director, Dhaka/ Chattogram/ Cumilla/ Mymensingh/ Rangamati/ Khulna/ Barishal/ Jeshore/ Rajshahi/ Faridpur/ Bogura/ Rangpur/ Dinajpur (All Region)
20. Deputy Secretary (Planning 2), Ministry of Agriculture, Bangladesh Secretariat, Dhaka-1000.
21. Personal Secretary to Secretary, Ministry of Agriculture, Bangladesh Secretariat, Dhaka-1000.
22. Personal Secretary to Director General, Department of Agricultural Extension (DAE), Khamarbari, Dhaka-1215.