



কবি নজরুল ইনস্টিটিউট

কবিভবন
ভাষাসৈনিক বিচারপতি আবদুর রহমান চৌধুরী সড়ক
বাড়ি ৩৩০-বি, রোড ২৮ (পুরাতন)
ধানমণ্ডি আবাসিক এলাকা, ঢাকা-১২০৯
ফোন : ৯১১৪৫০০, ৯১১৪৬০২
ওয়েব সাইট : www.nazrul institute.gov.bd
ই-মেইল : nazrul institute@gmail.com

No. : NI/Admin/Misc-5(11)/2000(Part-2)/৩৫৭

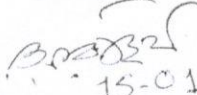
Date : 15 January 2020

Office Order

The undersigned is directed to convey the approval of Mr. Uttam Kumar Roy, Assistant Cameraman, Kabi Nazrul Institute to travel to India from 29 January 2020 to 10 February 2020 for participation of 44th International Kolkata Book Fair 2020 under the following terms and conditions:

1. Round trip air fare, Accommodation, Daily cash allowance Transit allowance, terminal charges and other expenses will be borne by the Institute.
2. The period to be spent for this visit including the transit will be treated as on duty.
3. The officials will draw his usual pay and allowances from Bangladesh in local currency.
4. The Official will report to the Institute after his returning from abroad in scheduled time.

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


15-01-2020

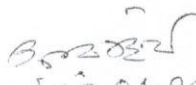
Md. Abdur Rahim
Secretary (Deputy Secretary)

No. : NI/Admin/Misc-5(11)/2000(Part-2)/

Date : 15 January 2020

Copy for Kind information and necessary action (do not reflect to seniority) :

1. H.E. High Commissioner, High Commission of India, H-2, R-142, Gulshan-1, Dhaka.
2. H.E. Deputy High Commissioner, Deputy High Commission of Bangladesh, Kolkata.
3. Director General, Consular and Welfare wing, Ministry of Foreign Affairs, Dhaka (with a request to issue note verbal).
4. Director, Hazrat Shahjala International Airport, Dhaka.
5. Deputy Director, Kabi Nazrul Institute, Dhaka.
6. Assistant Director (Publication & Research), Kabi Nazrul Institute, Dhaka.
7. Assistant Director (Admn. & Fin.), Kabi Nazrul Institute, Dhaka.
8. Officer In-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka.
9. Accountant, Kabi Nazrul Institute, Dhaka.
10. Mr. Uttam Kumar Roy, Assistant Cameraman, Kabi Nazrul Institute, Dhaka.
11. PA to Executive Director, Kabi Nazrul Institute, Dhaka.
12. Kabi Nazrul Institute Portal.


15-01-2020

Md. Abdur Rahim
Secretary (Deputy Secretary)
Phone : 9114500