

Government of the People's Republic of Bangladesh  
Ministry of Local Government, Rural Development & Cooperatives  
Rural Development & Cooperative Division  
[www.rded.gov.bd](http://www.rded.gov.bd)

No: 47.013.0000.00.001.2017.86

Date: 04-10-2017

The undersigned is directed to inform that Ms. Mafruha Sultana, Respected Secretary in charge, Rural Development & Co-operative Division will participate in the 31<sup>st</sup> Regular Meeting of the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) Executive Committee (EC-31) to be held in Manila, Philippines. The detailed itinerary of the aforesaid visit is as follows:

Departure			Arrival			Remarks
Place	Date	Time (Local)	Place	Date	Time (Local)	Flight No.
Dhaka	07.10.17	2355	Singapore Changi	08.10.17	0605	SQ 447
Singapore Changi	08.10.17	0930	Manila Ninoy Aquino International Airport	08.10.17	1305	SQ 910
Stay at Hotel Jen Manila, in Manila Philippines from 08 to 14 October, 2017.						
Manila Ninoy Aquino International Airport	14.10.17	1415	Singapore Changi	14.10.17	1755	SQ 917
Singapore Changi	14.10.17	2035	Dhaka	14.10.17	2240	SQ 446

2. This is an official visit.

(Abu Salim Mahmud-Ul Hasan)

PS to Secretary

Phone : 9512227

Copy for kind information and necessary action to (not according to seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Secretary, Public Security Division, M/O Home Affairs, Bangladesh Secretariat, Dhaka.
5. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
6. H.E. The Ambassador, Embassy of Bangladesh, Manila, Philippines/Singapore.  
(With Kind request to extend necessary protocol assistance in this regard).
7. Additional Secretary (Administration & Budget/Development & Planning), Rural Development & Co-operatives Division, Bangladesh Secretariat, Dhaka.
8. Director General, Bangladesh Rural Development Board, Kawran Bazar, Dhaka.
9. Register & Director General, Department of Co-operative, Sher-e-Bangla Nagar, Dhaka.
10. Director General, BARD, Comilla/RDA, Bogra/BAPARD, Gopalganj.
11. PS to Minister, M/O Local Government, Rural Development & Co-operatives.
12. Director, Hazrat Shajalal International Airport, Dhaka.
13. PS to State Minister, M/O Local Government, Rural Development & Co-operatives.
14. Managing Director, PDBF/SFDF/ MILK-VITA, Dhaka.
15. Programmer, Rural Development & Co-operatives Division (With request to upload the letter in the website).
16. Chief Accounts Officer, Rural Development & Cooperatives Division.
17. Protocol Officer, Rural Development & Cooperatives Division (With request to provide necessary protocol support).
18. Office Copy.