



Government of the People's Republic of Bangladesh  
Ministry of Industries  
Small & Medium Enterprise Foundation (SME Foundation)  
E-5, C/1 West Agargaon, Sher-e-Bangla Nagar, Dhaka 1207  
www.smef.gov.bd

Ref: 36.12.0000.035.25.002.20- 2025

15 December 2024

**Subject: Permission to participate in 'Finance for regional Development including SME Finance (202311430-J001) to be held in Japan.**

I am directed to inform that Small & Medium Enterprise (SME) Foundation has allowed **Mr. Sazu Barua**, Deputy Manager and **Mr. Apurba Kumar Saha**, Deputy Manager from SME Foundation for Training in 'Finance for Regional Development including SME Finance (202311430-J001) at Japan from 14 January-01 February, 2025 (excluding transit & travelling time) under the terms and conditions mentioned below:

**Terms & Conditions:**

- a. In this connection all the expense will be borne by JICA.
  - b. They will receive pay and allowances as per existing rules/regulations.
  - c. They will be treated as on duty during the tour and transit.
  - d. They will not be allowed to extend their stay abroad beyond the approved period and transit.
  - e. They will have to submit a report within seven days after returning from abroad in this regard.
2. This has the approval of the competent authority.

*Fahim - Bin - Asmat*  
**(Fahim-Bin-Asmat)**

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**Mr. Eiji Yamada**  
Senior Representative,  
JICA Bangladesh office, Dhaka.

**Copy (Not According to Seniority):**

1. Director, Hazrat Shahjalal International Airport, Dhaka.
2. Ms. Anila Afrose, Senior Program Assistant, JICA Bangladesh office, Dhaka.
3. Related Officials, SME Foundation
4. Managing Directors' Office, SME Foundation