

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Administration Wing
Requirement and Training Section

No.19.00.0000.121.02.087.20(909)/ 109

14 February 2024

From: Marjan Begum
Senior Assistant Secretary
Ministry of Foreign Affairs, Dhaka

To: Mr. A.F.M. Zahid-Ul Islam
Director General
Ministry of Foreign Affairs, Dhaka

The undersigned is directed to convey Government's nomination for you to participate in the multi-country ITEC-Executive Course on National Security and related geopolitical themes to be held on 18-30 March 2024 in New Delhi, India.

02. The terms and conditions for the visit are as following:

- The period of the program and time spent for travel and transit will be treated as on official duty and you will not be entitled to receive salary and any allowances in foreign currency;
- The relevant cost (air tickets, accommodation, etc) will be borne by the organizer and other expenses (transit, terminal and others) will be borne from the relevant budget head of this Ministry;
- You will not be allowed to stay abroad more than the approved period;
- You will have to submit a report to the Recruitment and Training Section of the Ministry within the 05 (five) working days upon your return after completion of the course;
- You will leave Dhaka for India on 17 March 2024 or nearer date and leave for Dhaka on 31 March 2024 or nearer date after completion of the program.

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

(Marjan Begum)
Senior Assistant Secretary (R&T)
☎: 02-223350908
E-mail: aspando@mofa.gov.bd

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Copy for kind information (not according to gradation):

1. Director General (Administration/South Asia), Ministry of Foreign Affairs, Dhaka;
2. Director (FMO/FSO/Personnel/P&O/Finance/South Asia), Ministry of Foreign Affairs, Dhaka;
3. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, 1st 12 Storied Government Office Building (9th floor), Segunbagicha, Dhaka;
4. Head of Chancery, B'doot, Delhi, India;
5. Senior Assistant Secretary/Assistant Secretary (P-I/SSA/R&T/Audit & Pension/Budget/Cash), Ministry of Foreign Affairs, Dhaka;
6. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (Along with the request to publish on the Ministry's website);
7. Assistant Commissioner (Customs), Dhaka Custom House, Dhaka;
8. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
9. Office Copy.

(Marjan Begum)
Senior Assistant Secretary (R&T)