

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
SAARC and BIMSTEC Wing
Dhaka

No. 19.00.0000.312.39.021.17/149

20 June 2024


To: Mr. Md. Shah Alom Khokon
Director (SAARC & BIMSTEC)
Ministry of Foreign Affairs
Dhaka

Subject: Administrative Order in favor of Mr. Md. Shah Alom Khokon, Director (SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka, for attending a Consultation Workshop on Climate Change to be held on 10-11 July 2024 in Thimphu, Bhutan

The undersigned is directed to convey the approval of the Government in favour of you for attending a Consultation Workshop organized jointly by the SAARC Secretariat and the Asian Development bank (ADB) on Climate Change from 09-11 July 2024 (excluding transit and travel time) in Thimphu, Bhutan under the following terms and conditions:

- i) The period of the programme and time spent for travel and transit will be treated as on official duty;
- ii) As the hosts will provide airfare, accommodation, DSA and miscellaneous travel expenses, you will not be entitled to any allowance from the Ministry of Foreign Affairs;
- iii) You will depart from Dhaka for Thimphu, Bhutan on 09 July 2024 or at a nearer date and return to Dhaka on 11 July 2024 or at a nearer date upon completion of the programme;
- iv) You will not be allowed to stay abroad more than the period needed for travel requirements related to the event.

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


20.06.2024


(Md. Arifur Rahman)
Assistant Secretary (SAARC)
Tel: 02223350126
Email: assaarc@mofa.gov.bd

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Copy for kind information to (not in order of seniority):

1. Director General (SAARC & BIMSTEC/ Administration), Ministry of Foreign Affairs, Dhaka;
2. H. E. Ambassador Mr. Shib Nath Roy, Bangladesh Embassy, Thimphu, Bhutan;
3. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Dhaka;
4. Director (SAARC & BIMSTEC /FMO/FSO/Personnel/Finance), Ministry of Foreign Affairs, Dhaka;
5. SAS/ AS (Budget/ Cash), Ministry of Foreign Affairs, Dhaka;
6. AS (ICT), Ministry of Foreign Affairs, Dhaka (Along with the request for publication on the website);
7. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
8. Office Copy.


(Md. Arifur Rahman)
Assistant Secretary (SAARC)