

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

No. 19.00.0000.312.37.016.17/225

Date: 05 December 2023

To: Mr. Abdul Motaleb Sarker
Director General (SAARC & BIMSTEC)
Ministry of Foreign Affairs
Dhaka

Subject: Administrative Order in favor of Mr. Abdul Motaleb Sarker, Director General (SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka, for attending the 11th Meeting of the Governing Board of South Asian University (SAU) to be held in Kathmandu, Nepal on 18-19 December 2023

The undersigned is directed to convey the administrative approval of the Government in favour of you for attending the 11th Meeting of the Governing Board of the South Asian University from 18 to 19 December 2023 (excluding transit and travel time) to be held in Kathmandu, Nepal under the following terms and conditions:

- i) 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 any allowance in foreign currency;
- ii) All relevant costs of the program (airfare, accommodation, meals and local transportation) will be borne by the host organization. The other expenses related to this visit will be borne from the concern budget head of the Ministry;
- iii) You will depart Dhaka for Kathmandu, Nepal on 17 December 2023 or at a nearer date and return to Dhaka on 19 December 2023 or at a nearer date upon completion of the program;
- iv) You will not be allowed to stay abroad more than the approved period;

02. The order is issued with the approval of the competent authority;

(Afrin Nahar Lata)
Senior 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. Mr. Abdul Motaleb Sarker, Director General (SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka
2. Director General (Administration), Ministry of Foreign Affairs, Dhaka
3. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Dhaka
4. Director (FMO/SMO/FSO/Personnel/Finance/SAARC & BIMSTEC), 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. Bangladesh Embassy, Kathmandu, Nepal
9. Office Copy.

Afrin
05.12.2023
(Afrin Nahar Lata)
Senior Assistant Secretary (SAARC)