

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Administration Wing
Recruitment & Training Section

No. 19.00.0000.121.02.042.20(941)/ 338

04 June 2024

To: Mr. Mostofa Jamil Khan
Director
Ministry of Foreign Affairs, Dhaka

The undersigned is issuing Government of People's Republic of Bangladesh's approval for you to participate in the course on "Supply Chain Resilience" to be held on 10-14 June 2024 in Singapore.

02. The terms and conditions are as follows:

- 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;
- Most associated costs of the program including round-trip economy airfares, local hospitality etc. will be borne by organization and others expenses (transit allowance, terminal charges etc.) will be incurred by 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 depart Dhaka for Singapore on 09 June 2024 or nearer date and start for Dhaka on 15 June 2024 or nearer date after completion of the course.

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


(Marjan Begum)
Senior Assistant Secretary (R&T)
☎: 02223350908
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-2), 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, Singapore;
5. Senior Assistant Secretary/Assistant Secretary (P-I/SSA/Audit & Pension/Budget/Cash), Ministry of Foreign Affairs, Dhaka;
6. Assistant Secretary (Consular & MRP), Ministry of Foreign Affairs, Dhaka (Along with the request to issue Note Verbale);
7. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (Along with the request to publish on the Ministry's website);
8. Assistant Commissioner (Customs), Dhaka Custom House, Dhaka;
9. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
10. Office Copy.


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