

**Government of the People's Republic of Bangladesh**  
**Ministry of Foreign Affairs**  
**Recruitment and Training Section**  
**Dhaka**

No. 19.00.0000.121.02.131.20(1030)- 349

Date: 26 July 2023

From: Ms. Arifa Afrin  
Assistant Secretary (P&O)

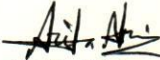
To : Mr. Swadipta Alam  
Director (General Service Wing)  
Ministry of Foreign Affairs, Dhaka.

The undersigned is directed to convey that you have been nominated by the Government of Bangladesh to participate in the "1<sup>st</sup> Tokyo International Law Seminar" organised by the Ministry of Foreign Affairs, Japan from 21-26 August 2023 (excluding travel).

02. The terms and conditions are as follows:

1. The period of the programme and time spent for travel and transit will be treated as on official duty and you will not be entitled to receive any allowances in foreign currency;
2. The expense related to air ticket, accommodation and transportation will be borne by the organizer. Other costs related to the programme participation will be borne from the relevant budget head (1180101-104125-3231301-Training) of Fiscal year 2023-24 of the Ministry.
3. You will not be allowed to stay abroad more than the approved period;
4. You will have to submit a report along with your certificate to the P&O Section of the Ministry within the 05 (five) working days upon your return after completion of the programme;
5. You will depart Dhaka for Japan on 20 August 2023 or nearer date, and you will depart from Japan for Dhaka on 27 August 2023 or nearer date after completion of the course;
6. If the duration of the programme changes, you will immediately inform the Ministry and follow the instructions received from the Ministry.

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

 26/07/23  
Arifa Afrin

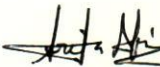
Assistant Secretary (P&O)  
Phone: 02223350908

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

1. Director General (Administration), Ministry of Foreign Affairs, Dhaka
2. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Segunbagicha, Dhaka
3. Director (FMO/SMO/FSO/ Personnel, P&O/Finance), Ministry of Foreign Affairs, Dhaka
4. Senior Assistant Secretary/ Assistant Secretary (P-1/Budget/Cash), Ministry of Foreign Affairs, Dhaka
5. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (Along with the request for publication on the Ministry's website)
6. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka
7. Embassy of Bangladesh, Tokyo, Japan
8. Office copy

 26/07/23  
Arifa Afrin

Assistant Secretary (P&O)  
Phone: 02223350908