

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

No.19.00.0000.121.02.089.20(988)/ 354

09 June 2024


- To:
1. Ms. Arifa Afrin, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 2. Mr. Nd. Noor-E-Shahan Raz, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 3. Mr. Sakib Muktasid, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 4. Mr. Raihan Mahmood Hannan, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 5. Mr. Nazmul Hasan Mazumder, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 6. Ms. Basarat Nazia, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 7. Ms. Rabita Binte Hannan, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 8. Ms. Sayeda Sumaiya Tarannum, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 9. Mr. Md. Omar Faruk Akanda, Assistant Secretary, Ministry of Foreign Affairs, Dhaka;
 10. Mr. Md. Abu Rihan, Assistant Secretary, Ministry of Foreign Affairs, Dhaka.

The undersigned is directed to convey that you all have been nominated by the Government of People's Republic of Bangladesh's to participate in the Clingendael Institute training course from 13 August to 06 September 2024 at the Hague, Netherlands (excluding travel).

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;
- All the relevant costs of the programme (airfare, accommodation and meals, daily expenses, transportation costs in the Netherlands, emergency travel insurance) will be borne by organization and others expenses (transit allowance, terminal charges, visa fees 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 training;
- You will depart Dhaka for The Hague on 12 August 2024 or nearer date and start for Dhaka on 07 September 2024 or nearer date after completion of the training.

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


09.06.24

(Marjan Begum)

Senior Assistant Secretary (R&T)

☎: 02223350908

E-mail: aspando@mofa.gov.bd

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

1. Director General (Administration/SA/UN/Myanmar/North America)/Chief of Protocol, Ministry of Foreign Affairs, Dhaka;
2. Director (FMO/FSO/Personnel/P&O/Finance/FSA), 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, The Hague, The Netherlands;
5. Senior Assistant Secretary/Assistant Secretary (P-I/SSA/Audit & Pension/Budget/Cash/SA-1/UN/Myanmar/North America/Mission Service/Policy), 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)