

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Policy and Organization Section
Dhaka

No.19.00.0000.121.02.131.20(1030)- 389

Date: 22 August 2023

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


To : Ms. Naznin Sultana
Senior Assistant Secretary
Ministry of Foreign Affairs, Dhaka.

The undersigned is directed to convey the deputation order from 15 September 2023 - 10 July 2024 (excluding travel time) in your favour for studying "Master of Advance Studies in European and International Governance (MEIG)" at the University of Geneva, Switzerland for 2023-2024 session.

02. The Terms and Conditions are as follows:

- i. 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;
- ii. You will be entitled to full salary and allowances during your deputation period and you will draw your salary and allowances in local currency;
- iii. There will be no financial contribution from the Ministry for all expenses incurred for the Programme.
- iv. You will not be allowed to stay abroad more than the approved period;
- v. Upon your return, you will not be nominated again for higher studies till completion of 02(two) years in service. This condition shall not be applied for PhD and post-doctoral research;
- vi. You will have to submit a report along with your degree certificate to the Recruitment and Training Section of the Ministry within the 05 (five) working days upon your return after completion of the course;
- vii. You will depart Dhaka for Switzerland on 15 September 2023 or nearer date and you will depart Switzerland for Dhaka on 10 July 2024 or nearer date after completion of the course;
- viii. If the duration of the course changes, you will immediately inform the Ministry and follow the instructions received from the Ministry; and
- ix. You have to report to the Personnel Section of the Ministry immediately after arrival in Bangladesh.

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

 22/08/23

Arifa Afrin

Assistant Secretary (P&O)

Phone: 02223350908


E-mail: aspando@mofa.gov.bd

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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 (SSA/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. Bangladoot, Geneva.
8. Office copy.
9. Personal file of the concerned officer.

 22/08/23

Arifa Afrin

Assistant Secretary (P&O)