

**Government of the People's Republic of Bangladesh**  
**Ministry of Foreign Affairs**  
**Administration Wing**  
**Policy & Organization Section**

No.19.00.0000.121.02.010.20(909)/488

01 August 2024

To: Mr. Swadipta Alam  
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 Tenth Conference of States Parties (CSP10) to the Arms Trade Treaty (ATT) to be held from 19-23 August 2024 in Geneva, Switzerland.

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;
  - Round trip airfare, accommodation, daily subsistence Allowance (DSA) 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 program;
  - You will depart Dhaka for Geneva on 18 August 2024 or nearer date and start for Dhaka on 24 August 2024 or nearer date after completion of the program.
03. This order is issued with the approval of the competent authority.



01.08.2024


(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)  
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Copy for kind information (not according to gradation):

1. Director General (Administration), Ministry of Foreign Affairs, Dhaka;
2. Director (FMO/FSO/Personnel/P&O/Finance/GS), 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, Geneva, Switzerland;
5. Senior Assistant Secretary/Assistant Secretary (P-I/GS-I & 2/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.



01.08.2024

(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)