

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

No.19.00.0000.121.02.087.20(909)/503

29 October 2023

To: Ms. Tahmina Akter  
Senior Assistant Secretary  
Ministry of Foreign Affairs, Dhaka

The undersigned is issuing Government of People's Republic of Bangladesh's approval for you to participate in person in the training course on "11<sup>th</sup> ASEF Public Diplomacy Training (ASEFPDT11)" to be held from 20-24 November 2023 (Face-to-face) in Canberra, Australia.

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;
- The airfare and subsistence allowances will be borne by the organizers and others expenses will be borne by the relevant budget head of this Ministry;
- With prior permission from the organizing authority, you can take your one-year child along with you and also your husband to take care of your child. The government has no financial inclusion in this regard;
- 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 Canberra on 19 November 2023 or nearer date and start for Dhaka on 24 November 2023 or nearer date after completion of the course.
- If the duration of the program changes or extends, 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.

  
(Sourov Das Gupta Bijoy) 29.10.2023  
Assistant Secretary (P&O)  
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E-mail: aspando@mofa.gov.bd

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Copy for kind information (not according to seniority):

1. Director General (Administration), Ministry of Foreign Affairs, Dhaka.
2. Director (FMO/SMO/FSO/Personnel/P&O/Finance/Consular & MRP), 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, Bangladesh High Commission, Canberra, Australia.
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 Verble).
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.

  
(Sourov Das Gupta Bijoy) 29.10.2023  
Assistant Secretary (P&O)