

Government of the People's Republic of Bangladesh  
Ministry of Foreign Affairs  
SAARC and BIMSTEC Wing  
BIMSTEC Section  
Dhaka

No.19.00.0000.316.43.001.20/ 609

Date: 23 July 2023

From : Mst. Ashifa Ashraf  
Assistant Secretary (BIMSTEC)  
Ministry of Foreign Affairs, Dhaka

To : Md. Shah Alom Khokon  
Director (SAARC & BIMSTEC)  
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 First Meeting of the Expert Group on Public Health to be held on 24-27 July 2023 in Hybrid mode in Colombo, Srilanka.

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. All the relevant costs of the programme (airfare, accommodation and meals) will be borne by the organizer;
- iii. You will not be allowed to stay abroad more than the approved period;
- iv. You will depart Dhaka for the Colombo on 23 July 2023 or nearer date and you will depart from Colombo on 27 July 2023 or nearer date after completion of the programme;
- v. The order is issued with the approval of the competent authority.

  
Mst. Ashifa Ashraf  
Assistant Secretary (BIMSTEC)  
Telephone: 02223390730

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

1. Director General (Administration/SAARC & BIMSTEC/FMO), Ministry of Foreign Affairs, Dhaka
2. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Dhaka
3. Director (SMO/FSO/Personnel/Finance), Ministry of Foreign Affairs, Dhaka
4. SAS/ AS (Budget/Cash), Ministry of Foreign Affairs, Dhaka
5. AS (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 the People's Republic of Bangladesh, Colombo, Srilanka
8. Office Copy

  
Mst. Ashifa Ashraf  
Assistant Secretary (BIMSTEC)  
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