

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
West Europe & EU Wing
www.mofa.gov.bd

No. 19.00.0000.455.51.223.23-788

Date: 29 Kartik 1430
14 November 2023

To : Mr. Muhamad Shafiul Azam
Director (West Europe & EU), Ministry of Foreign Affairs, Dhaka


Subject : Administrative order for official visit to Madrid, Spain on 16-17 November 2023

I am directed to convey the administrative approval of the government in your favour for visiting Madrid, Spain, as part of the delegation led by the Hon'ble Minister for Expatriates' Welfare and Overseas Employment, to attend the conference on 'Shaping the Future of EU Legal Migration' on 16-17 November 2023.

02. The terms & conditions of the approval are:

- a. The period of this visit and the time spent for travel and transit will be treated as on duty;
- b. You will be entitled to airfare and other allowances as per existing rules. These expenses will be borne from the relevant budget head of the Ministry of Foreign Affairs' for the current FY 2023-2024. The pay and allowances shall be paid in local currency of Bangladesh;
- c. You will travel to Madrid on 15 November 2023 and depart Madrid for Dhaka on 17 November 2023 or a nearby date.

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


14.11.2023
(Divine Wealth Chakma)
Assistant Secretary (WE&EU)
Phone: 47110646
Email: aseurope@mofa.gov.bd

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Copy for kind information and necessary action to: (Not according to Seniority)

1. Director General (Administration), Ministry of Foreign Affairs, Dhaka.
2. Chief Accounts and Finance Officer, Ministry of Foreign Affairs, 1st 12-floor Govt. Office Building, Segunbagicha, Dhaka
3. Director (FMO/SMO/ FSO/Personnel/Finance/ DCP (visit)), Ministry of Foreign Affairs, Dhaka.
4. Officer-in-Charge (Immigration), Hazrat Shahjalal International Airport (HSIA), Dhaka
5. Senior Assistant Secretary/Assistant Secretary (P-1/Budget), Ministry of Foreign Affairs, Dhaka
6. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka
7. Office copy

(Signed)
(Divine Wealth Chakma)
Assistant Secretary (WE&EU)