

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

No. 19.00.0000.316.38.001.20/833

Date: 15 January 2024

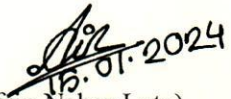
To: Mst Ashifa Ashraf
Senior Assistant Secretary (BIMSTEC)
Ministry of Foreign Affairs
Dhaka

Subject: Administrative Order in favor of Mst Ashifa Ashraf, Senior Assistant Secretary (BIMSTEC), Ministry of Foreign Affairs, Dhaka, for attending the Workshop on "Leveraging Thematic Circuits for BIMSTEC Tourism Development" and the Second Meeting of the BIMSTEC Working Group on Tourism held in Kathmandu, Nepal on 17-18 January, 2024 (excluding travel time).

The undersigned is directed to convey the approval of the Government in favour of you for attending the Workshop on "Leveraging Thematic Circuits for BIMSTEC Tourism Development" and the Second Meeting of the BIMSTEC Working Group on Tourism from 17 January 2024 to 18 January 2024 (excluding transit and travel time) in Kathmandu, Nepal under the following terms and conditions:

- i) 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 any allowance in foreign currency;
- ii) All relevant costs of the program (airfare, accommodation, meals and local transportation) will be borne by the host organization. The other expenses related to this visit will be borne from the relevant budget head of the Ministry;
- iii) You will depart Dhaka for Kathmandu, Nepal on 16 January 2024 or at a nearer date and return to Dhaka on 19 January 2024 or at a nearer date upon completion of the program;
- iv) You will not be allowed to stay abroad more than the approved period;

02. The order is issued with the approval of the competent authority;



(Afrin Nahar Lata)
Senior Assistant Secretary (SAARC)
Tel: 02223350126
Email: assaarc@mofa.gov.bd

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

1. Director General (Administration/SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka;
2. Chief Accounts & Finance Officer (Foreign Affairs), First 12th floor Government Office Building (9th Floor), Segunbagicha, Dhaka.
3. Director (FMO/FSO/Personnel/Finance/SAARC & BIMSTEC), 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 website);
6. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
7. Officer in Charge (Customs), Hazrat Shahjalal International Airport, Dhaka;
8. Bangladesh Embassy, Kathmandu, Nepal;
9. Office Copy.


(Afrin Nahar Lata)
Senior Assistant Secretary (SAARC)