

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
The United Nations Wing
Dhaka

No. 19.00.0000.204.31.052.07/99

Date: 19 February 2023


To : Chief Accounts and Finance Officer
Ministry of Foreign Affairs
Segunbagicha, Dhaka.

The undersigned is directed to inform that **Mr. Toufiq Islam Shatil, Director General (United Nations)**, Ministry of Foreign Affairs will travel to United States of America from 20-25 February 2023 as a member of Bangladesh Delegation to attend various bilateral and multilateral meetings in Los Angeles and New York, under the terms and conditions described in para-02.

02. Terms & Conditions:


- He will travel to United States of America on 20 February 2023 or nearby date, and depart United States of America on 25 February 2023 or nearby date;
- The period of this visit and the time spent for travel and transit will be treated as on duty;
- All relevant expenses in connection with the visit will be borne from the appropriate head under the budget allocation of the Ministry for FY 2022-2023;
- He will not be allowed to stay abroad more than the approved period.

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


(Arifa Afrin)
Assistant Secretary (UN)

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

1. Director General (United Nations/North America/Administration/FMO), Ministry of Foreign Affairs, Dhaka
2. Director (SMO/Personnel/Finance/UN/FSO/North America), Ministry of Foreign Affairs, Dhaka
3. Head of Chancery, Bangladoot Washington/Los Angeles/New York/New York Permanent Mission
4. Deputy Chief of Protocol (Visit), Ministry of Foreign Affairs, Dhaka
5. Executive Director, Hazrat Shahjalal International Airport (HSIA), Dhaka
6. Senior Assistant/ Assistant Secretary (P1/ICT/Budget), Ministry of Foreign Affairs, Dhaka
7. Officer in Charge (Immigration), Hazrat Shahjalal International Airport (HSIA), Dhaka
8. Assistant Commissioner (Customs), Hazrat Shahjalal International Airport (HSIA), Dhaka
9. Office copy


(Arifa Afrin)
Assistant Secretary (UN)