

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Policy & Organisation Section
Dhaka

No. 19.00.0000.121.02.010.20(990)/207

Date: 15 May 2023

From: Md. Warishul Islam
Senior Assistant Secretary (P&O)
Ministry of Foreign Affairs, Dhaka


To : Mr. Siam Rahman
Assistant Secretary (Budget)
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 "2023-24 Japanese Language Program for Foreign Service Officers and Public Officials" organised by The Japan Foundation and Ministry of Foreign Affairs, Japan from 27 September 2023 to 24 May 2024 (excluding travel).

02. The terms and conditions are as follows:

- i. The period of the language course 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, tuition, accommodation and meals) will be borne by the organiser;
- iii. You will not be allowed to stay abroad more than the approved period;
- iv. You will have to submit a report along with your certificate to the P&O Section of the Ministry within the 05 (five) working days upon your return after completion of the course;
- v. You will depart Dhaka for the Osaka, Japan on 26 September 2023 or nearer date and you will depart from Japan for Dhaka on 25 May 2024 or nearer date after completion of the course;
- vi. If the duration of the course changes, 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.



Md. Warishul Islam
Senior Assistant Secretary (P&O)
Phone: 02223350908

No. 19.00.0000.121.02.010.20(990)/207

Date: 15 May 2023

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

1. Director General (Administration/FMO), Ministry of Foreign Affairs, Dhaka
2. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Segunbagicha, Dhaka
3. Director (SMO/FSO/ Personnel/P&O/Finance/ICT), Ministry of Foreign Affairs, Dhaka
4. Senior Assistant Secretary/ Assistant Secretary (SSA/P-1/Budget/Cash), Ministry of Foreign Affairs, Dhaka
5. Assistant Secretary (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. Bangladoot, Tokyo, Japan
8. Office copy


Md. Warishul Islam
Senior Assistant Secretary (P&O)
Phone: 02223350908