

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

No. 19.00.0000.312.39.005.17/034

19 February 2024

To: Mr. Abdul Motaleb Sarker  
Director General (SAARC & BIMSTEC)  
Ministry of Foreign Affairs  
Dhaka

**Subject: Administrative Order in favor of Mr. Abdul Motaleb Sarker, Director General (SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka, for attending the Fifty-ninth Session of the SAARC Programming Committee to be held in Kathmandu on 06-07 March 2024.**

The undersigned is directed to convey the approval of the Government in favour of you for attending the Fifty-ninth Session of the SAARC Programming Committee from 06-07 March 2024 (excluding transit and travel time) in Kathmandu 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 visit will be borne from the budget head of the Ministry of Foreign Affairs (1180101-104125-3244101-Foreign Travel Expenses) for the fiscal year 2023-24;
- iii) You will depart from Dhaka for Kathmandu, Nepal on 05 March 2024 or at a nearer date and return to Dhaka on 08 March 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. This 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. H. E. Ambassador Mr. Salahuddin Nontan Chowdhury, Bangladesh Embassy, Kathmandu, Nepal;
2. Director General (Administration), Ministry of Foreign Affairs, Dhaka;
3. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, Dhaka;
4. Director (SAARC & BIMSTEC/FMO/FSO/Personnel/Finance), Ministry of Foreign Affairs, Dhaka;
5. SAS/ AS (Budget/Cash), Ministry of Foreign Affairs, Dhaka;
6. AS (ICT), Ministry of Foreign Affairs, Dhaka (Along with the request for publication on the website);
7. Officer in Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
8. Office Copy.

  
(Afrin Nahar Lata)  
Senior Assistant Secretary (SAARC)