

[Substituted with same memo number and date]

**Government of the People's Republic of Bangladesh**  
**Ministry of Foreign Affairs**  
**Administration Wing**  
**Recruitment & Training Section**

No.19.00.0000.121.02.087.20(909)/476

10 October 2023

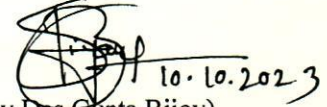
To: Ms. Falgunee Bagchi  
Senior Assistant Secretary  
Ministry of Foreign Affairs, Dhaka

The undersigned is issuing Government of People's Republic of Bangladesh's approval for you to participate in the training program of the Institute for Development and Diplomacy (IDD) of ADA University regarding the Caspian Basin Studies Program scheduled to be held from 18-25 November 2023 in Baku, Azerbaijan.

02. The terms and conditions are as follows:

- 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 salary and any allowances in foreign currency;
- The Visa, travel fare (economy class), domestic transportation in Azerbaijan, accommodation, and all meals will be borne by organization and others expenses will be borne by the relevant budget head of this Ministry;
- You will not be allowed to stay abroad more than the approved period;
- You will have to submit a report to the Recruitment and Training Section of the Ministry within the 05 (five) working days upon your return after completion of the course;
- You will depart Dhaka for Baku on 17 November 2023 or nearer date and start for Dhaka on 25 November 2023 or nearer date after completion of the course.

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



(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)

☎: 02223350908

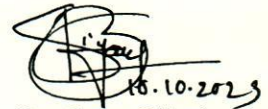
E-mail: aspando@mofa.gov.bd

No.19.00.0000.121.02.087.20(909)/476

10 October 2023

Copy for kind information (not according to gradation):

1. Additional Foreign Secretary & Inspector General of Mission (IGM), Ministry of Foreign Affairs, Dhaka.
2. Director General (Administration/SAARC & BIMSTEC), Ministry of Foreign Affairs, Dhaka.
3. Director (FMO/SMO/FSO/Personnel/P&O/Finance/SAARC), Ministry of Foreign Affairs, Dhaka
4. Chief Accounts & Finance Officer, Ministry of Foreign Affairs, 1st 12 Storied Government Office Building (9th floor), Segunbagicha, Dhaka
5. Senior Assistant Secretary/Assistant Secretary (P-I/SSA/P&O/Audit & Pension/Budget/Cash/ICT) Ministry of Foreign Affairs, Dhaka
6. Office Copy.



(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)