

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

No. 19.00.0000.204.39.492.23/724

Date: 04 December 2023

To : Mr. Md. Mahbur Rahman  
Director (UN)  
Ministry of Foreign Affairs  
Segunbagicha, Dhaka.

The undersigned is directed to inform that Mr. Md. Mahbur Rahman, Director (UN), Ministry of Foreign Affairs will travel to Geneva, Switzerland to attend the "Second Global Refugee Forum" to be held from **13-15 December 2023** under the terms and conditions described in para-02.

02. Terms & Conditions:

- a) He will travel to Geneva, Switzerland on 12 December 2023 or on nearer date, and depart Geneva, Switzerland on 16 December 2023 or on nearer date;
- b) The period of this visit and the time spent for travel and transit will be treated as on duty;
- c) He will draw relevant expenses in local currency of Bangladesh from the appropriate head under the budget allocation of this Ministry for FY 2023-24,
- d) 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.

  
4.12.23

(Md. Rayhan Ferdous)  
Assistant Secretary (UN-HR)

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

1. Director General (United Nations/Administration), Ministry of Foreign Affairs, Dhaka
2. Chief Accounts and Finance Officer (CAFO), Ministry of Foreign Affairs, Segunbagicha, Dhaka
3. Director (FMO/SMO/FSO/UN-HR/Personnel/Finance), Ministry of Foreign Affairs, Dhaka
4. Head of Chancery, Bangladoot, Geneva
5. Deputy Chief of Protocol (Visit), Ministry of Foreign Affairs, Dhaka
6. Executive Director, Hazrat Shahjalal International Airport (HSIA), Dhaka
7. Senior Assistant/ Assistant Secretary (UN/P1/ICT/Budget/Visit-2), Ministry of Foreign Affairs, Dhaka
8. Officer in Charge (Immigration), Hazrat Shahjalal International Airport (HSIA), Dhaka
9. Assistant Commissioner (Customs), Hazrat Shahjalal International Airport (HSIA), Dhaka
10. Office copy

  
4.12.23

(Md. Rayhan Ferdous)  
Assistant Secretary (UN-HR)