

Government of the People's Republic of Bangladesh

Ministry of Commerce
Administration-1 Section
Bangladesh Secretariat, Dhaka
www.mincom.gov.bd

No. 26.00.0000.000.086.99.0009.25.402

Date: 23 December 2025

Government Order

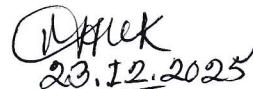
The undersigned is directed to convey the Government's approval for the following official to attend the "5th Meeting of the Digital Trade Cooperation Committee (DTCC)" scheduled to be held on 08 January 2026 in Riyadh, Saudi Arabia.

SL	Name and Designation	Organization	Passport No.
01	Ms. Mursheda Zaman Joint Secretary	Ministry of Commerce	E00111134

Terms and conditions:

- a) The entire period of this travel will be treated as on duty;
- b) The official will draw her pay and allowances in local currency;
- c) Expenses related to travel, accommodation and visa will be borne by the Ministry of Commerce in accordance with the prescribed rules;
- d) The official will depart Bangladesh for Saudi Arabia on 07 January 2026 or the nearest possible date and will depart from Saudi Arabia on 09 January 2026 or the nearest possible date.

02. This Government Order (G.O.) has been issued with the approval of the competent authority.


23.12.2025

Md. Abdul Malek

Deputy Secretary

 55100705

E-mail: admn1@mincom.gov.bd

No. 26.00.0000.000.086.99.0009.25.402

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Copy sent for kind information/notification and necessary action (not according to seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Chief Adviser, Chief Adviser's Office, Tejgaon, Dhaka.
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
5. H.E. Ambassador, Royal Embassy of Saudi Arabia, House 5 (NE) L, Road 83, Gulshan-2, Dhaka-1212.
6. H.E. Ambassador, Embassy of Bangladesh in the Kingdom of Saudi Arabia, 8039 Daren Street, Diplomatic Quarter, Riyadh-11693, Saudi Arabia.
7. Additional Secretary (all), Ministry of Commerce, Bangladesh Secretariat, Dhaka.
8. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
9. Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka (*with the request to issue a note verbale*).
10. Ms. Mursheda Zaman, Joint Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
11. Economic Minister, Embassy of the People's Republic of Bangladesh, Riyadh, Kingdom of Saudi Arabia.
12. Commercial Counsellor, Embassy of the People's Republic of Bangladesh, Jeddah, Kingdom of Saudi Arabia.
13. PS to Hon'ble Adviser, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
14. PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
15. Chief Accounts and Finance Officer, Office of the Chief Accounts and Finance Officer, Ministry of Commerce, CGA Bhawan (4th Floor, Gate no-4), Segunbagicha, Dhaka.
16. System Analyst (ICT Cell), Ministry of Commerce, Bangladesh Secretariat, Dhaka (*with request to upload this G.O. in the official website of the Ministry of Commerce*).
17. Immigration Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
18. Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka.


23.12.2025

Md. Abdul Malek

Deputy Secretary