

Government of the People's Republic of Bangladesh

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

No. 26.00.0000.000.086.99.0009.25.272

Date: 10 August 2026

Government Order

The undersigned is directed to convey the Government's approval for the following official to attend the "Capacity Building workshop on Import Licensing and Notification (In English)" scheduled to be held from 23 to 25 September 2026 in Geneva, Switzerland.

SL	Name and Designation	Organization	Passport No.
1.	Shaheen Akther Joint Secretary	Ministry of Commerce	E00055561

02. Terms and conditions:

- The entire period of this travel will be treated as on duty;
- The official will draw her pay and allowances in local currency for the entire period of travel;
- All expenses (a round-trip airplane ticket in economy class; daily subsistence allowance; a terminal expenses allowance; and accommodation for the duration of the course) of the official will be borne by the **WTO Secretariat**;
- The official will depart Bangladesh for Switzerland on 22 September 2026 or the nearest possible date and will depart from Switzerland for Bangladesh on 26 September 2026 or the nearest possible date.

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


10.08.2026
Md. Abdur Malek
Deputy Secretary
☎ 55100705

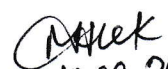
E-mail: adm1@mincom.gov.bd

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

- Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Prime Minister, Prime Minister's Office, Tejgaon, Dhaka.
- Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
- Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
- Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- H.E. Ambassador, Embassy of Switzerland, 8th Floor, Bay's Edgewater, Plot No. 12, North Avenue, Gulshan-2, Dhaka-1212.
- H.E. Ambassador, Permanent Mission of Bangladesh to the United Nations and Other International Organizations, 65 Rue de Lausanne, 1202 Geneva, Switzerland.
- Additional Secretary (all), Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- Director General, Department of Immigration and Passport, Agargaon, Dhaka.
- Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka (*with the request to issue a note verbale*).
- Ms. Shaheen Akther, Joint Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- PS to Hon'ble Minister, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- Chief Accounts and Finance Officer, Office of the Chief Accounts and Finance Officer, Ministry of Commerce, CGA Bhahan (4th Floor, Gate No. 4), Segunbagicha, Dhaka.
- 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*).
- Immigration Officer, Hazrat Shah Jalal (R) International Airport, Dhaka.
- Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka.


10.08.2026
Md. Abdur Malek
Deputy Secretary