

(To be substituted bearing the same number and date)

Government of the People's Republic of Bangladesh

Ministry of Cultural Affairs
Culture Exchange Section
Bangladesh Secretariat, Dhaka
www.moca.gov.bd

Memo No.: 43.00.0000.117.24.065.19(Part-1).39

Date: 29 January 2026

From: Amitav Porag Talukder
Deputy Secretary

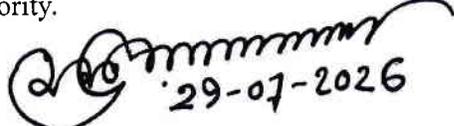
To: Chief Accounts and Finance Officer
Ministry of Cultural Affairs
Hisab Bhaban, Segunbagicha, Dhaka.

Subject: Approval for Paraticipation in the Fourth Meeting of the BIMSTEC Expert Group on Cultural Cooperation in Thailand

The undersigned is directed to convey the approval of the Government to the following delegate for participating in the 'Fourth Meeting of the BIMSTEC Expert Group on Cultural Cooperation' from 23-26 February 2026 in Thailand.

Serial No.	Name, Designation and Address	Contact	Gender	Passport No
1	Iliya Sumana Joint Secretary Ministry of Cultural Affairs	Phone: +8801304720672 E-mail: iliya.sumana@gmail.com	Female	E00017397 (Official Passport)

02. The approval is accorded in line with the terms and conditions placed herewith:
- Round-trip airfare, pocket allowances, transit allowances, terminal charges for this visit will be borne by the Ministry of Cultural Affairs as per existing rules;
 - In Thailand, accommodation, local transportation, food expenses and all the local hospitality of the delegate related to this meeting will be borne by the host organization.
 - The period to be spent for this visit, including transit time, will be treated as on duty;
 - The delegate will draw her pay and allowances (where applicable) for the time stipulated in local currency and no part there of shall be drawn in foreign currency;
 - Iliya Sumana, Joint Secretary, Ministry of Cultural Affairs, will depart Dhaka for Thailand on 22 February 2026 or the nearest convenient time and leave Thailand for Dhaka on 27 February 2026 or the nearest convenient time;
 - She will not be allowed to stay abroad for more than the approved period;
 - The official will submit a report on this tour to the Ministry of Cultural Affairs within 10 (ten) days of their return from the meeting.
03. This order is issued with the approval of the competent authority.


29-01-2026

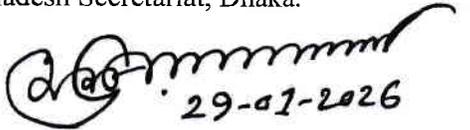
Amitav Porag Talukder
Deputy Secretary
Phone: +88029511071
Email: sas.exchange@moca.gov.bd

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Copy forwarded for kind information and necessary action (not in order of seniority) to:

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
4. H.E. Ambassador, Royal Thai Embassy in Bangladesh, 18 & 20, Madani Avenue, Baridhara, Dhaka, Bangladesh.
5. H.E. Ambassador, Embassy of the People's Republic of Bangladesh in Thailand, 47/8, Ekamai Soi 30, Sukhumvit 63, Klongton Nua, Wattana Bangkok-0110, Thailand.
6. Additional Secretary (Admin/ Cultural Heritage), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
7. Director General, Department of Immigration and Passport, Dhaka.
8. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With the request to issue a Note Verbale in favour of the delegate).
9. Joint Secretary (Budget), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. Mrs. Iliya Sumana, Joint Secretary (Cultural Heritage-01), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
11. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
12. Executive Director, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
13. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
14. PS to Adviser, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
15. System Analyst, Ministry of Cultural Affairs (with the request to publish on the website).
16. Officer-in-Charge (Immigration), Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
17. Accounts Officer & DDO, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
18. Office Copy.


29-01-2026

Amitav Porag Talukder
Deputy Secretary.