

(Replaced by same date and memorandum)
Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Administration & Coordination Wing
Administration Section-5 (Training)
Bangladesh Secretariat, Dhaka
www.mof.gov.bd

Record Number: 07.00.0000.000.190.25.0001.26.114

Date : 16 March 2026

To : Chief Accounts and Finance Officer
Finance Division & Financial Institutions Division, CGA Office, Segunbagicha, Dhaka.

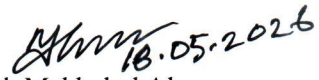
Subject: Government's approval to participate in the 'Global Benchmarking Training Program on SME Development and Innovation Ecosystem'.

The undersigned is directed to convey the Government's approval in favor of Nurjahan Khanom (Passport No.-E00055670), Joint Secretary, Finance Division, Ministry of Finance, Bangladesh (Currently working as Director General in the Prime Minister's Office) to participate in "Global Benchmarking Training Program on SME Development and Innovation Ecosystem" organized by the Worldwide DMC Ltd., London, UK to be held on **13-19 July, 2026** (excluding travel and transit time) or nearest convenient time of the same duration following consultation with the organizer in Geneva, Switzerland, EU :

02. Terms and Conditions :

- i. The duration of the training, including transit and travel time, will be considered as official duty;
- ii. The official concerned will draw her pay and allowances for the said period in local currency (BDT), no portion of it will be drawn in foreign currency;
- iii. All expenses relating to this visit will be borne by the SMEDP-2 Project of Bangladesh Bank;
- iv. The official will depart for Switzerland on 12 July, 2026 or the nearest possible date and return to Bangladesh on 20 July, 2026 or nearest possible date ;
- v. No extension of stay beyond the approved programme duration will be allowed under any circumstances ; and
- vi. On return, the official is requested to submit a report on above training to the Secretary, Finance Division, within 15 (fifteen) days.

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

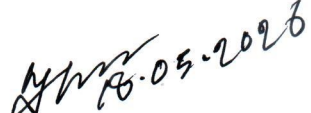

Md. Mahbulul Alom
Senior Assistant Secretary
Phone: +8802-55101314
E-mail: trainingsection.fd@gmail.com

Record Number: 07.00.0000.000.190.25.0001.26.114

Date : 16 March 2026

A Copy has been sent for consideration and necessary action (if applicable) (Not in the order of seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary, Prime Minister's Office.
2. Governor, Bangladesh Bank, Motijheel, Dhaka.
3. Senior Secretary, Secretary's Office, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Office of the Foreign Secretary, Ministry of Foreign Affairs (Kind Attention: DG, Consular and Welfare Wing: a request to issue Note Verbale/LOI in favor of the participating officer).
5. Embassy of the People's Republic of Bangladesh, 65, Rue de Lausanne, 1202 Geneva, Switzerland / HE. Ambassador, Embassy of Switzerland, Bay's Edgewater 8th Floor, Plot 12 North Avenue, Gulshan-2, Dhaka.
6. Additional Secretary, Admin & Planning, Finance Division, Bangladesh Secretariat, Dhaka.
7. Additional Secretary, Administration & Coordination Wing, Finance Division.
8. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
9. Nurjahan Khanom (Passport No.-E00055670), Joint Secretary, Finance Division (Currently working as Director General in the Prime Minister's Office).
10. PS to Minister (Deputy Secretary), Minister's Office, Ministry of Finance, Dhaka.
11. PS to Secretary (Deputy Secretary), Office of the Secretary, Finance Division.
12. Deputy Secretary, Administration-3, Finance Division, Bangladesh Secretariat, Dhaka.
13. Senior System Analyst, ICT Branch, Finance Division.
14. O.C (Immigration), Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmani International Airport, Sylhet.
15. Accounts Officer, Accounts Cell, Finance Division.


Md. Mahbulul Alom
Senior Assistant Secretary