

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
International Organization-3  
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No. 40.00.0000.023.40.001.24 - 30

Date: 17/03/2025

From : Israt Jahan Keya  
Deputy Secretary  
Ministry of Labour and Employment

To : Chief Accounts Officer  
Cabinet Division/Ministry of Labour & Employment /Ministry of Shipping,  
Bangladesh Secretariat, Dhaka.

Subject: Official Delegation of Bangladesh to participate in the signing ceremony of the Statute of OIC Labour Centre to be held in Jeddah, Saudi Arabia on 13<sup>th</sup> April 2025 and staying in Saudi Arabia till 16<sup>th</sup> April, 2025 to perform holy Umrah.

The undersigned is pleased to inform that the Government of the People's Republic of Bangladesh has constituted the following official delegation to participate in the signing ceremony of the Statute of OIC Labour Centre to be held in Jeddah, Saudi Arabia on 13<sup>th</sup> April 2025.

Sl. No.	Name and Designation of Delegate	Position/Title
1	Muhammad Sakhawat Hussain Honourable Adviser Ministry of Labour and Employment E-mail: <a href="mailto:adviser@mole.gov.bd">adviser@mole.gov.bd</a>	Leader of Delegation
2.	Mohammad Mashooqur Rahman Sikder Joint Secretary Ministry of Labour and Employment E-mail: <a href="mailto:sikder08@gmail.com">sikder08@gmail.com</a>	Member
3.	Md. Zahidul Islam PS to the Hon ble Adviser Ministry of Labour and Employment; and Ministry of Shipping E-mail: <a href="mailto:zahidzunaina@gmail.com">zahidzunaina@gmail.com</a>	Member
4.	Md Kamal Hussain Deputy Secretary Ministry of Labour and Employment E-mail: <a href="mailto:kamalnarail28@gmail.com">kamalnarail28@gmail.com</a>	Member

2. The delegates mentioned in serials 1 and 3 will take part in the OIC Labour Statute Signing Ceremony after attending the Eighty-Third Session of the Marine Environment Protection Committee which is going to be held in London, UK from 07<sup>th</sup> April-11<sup>th</sup> April, 2025.

3. After attending the signing ceremony, all delegates will perform the holy Umrah from 14<sup>th</sup> April to 16<sup>th</sup> April 2025 at their own costs.

4. The delegates mentioned in serials 2 and 4 will leave Dhaka for Jeddah, Saudi Arabia on 12<sup>th</sup> April 2025 or nearest possible date. All the delegates will depart from Jeddah, Saudi Arabia on 17<sup>th</sup> April 2025 or nearest possible date.



5. All the expenses of the Honourable Adviser, Ministry of Labour and Employment in connection to this Statute signing Programme from 12<sup>th</sup> April-14<sup>th</sup> April will be borne from the budget of 2024-2025 Financial Year of the Cabinet Division. All the expenses of the other members of the delegation in connection to this Programme will be borne from the budget of 2024-2025 Financial Year of the concerned Ministry.

6. Mr. Muhammad Sakhawat Hussain, Honourable Adviser, Ministry of Labour and Employment will be accompanied by his wife Mrs Rehana Khanam at his own cost.

7. For the government delegates, the period of visit including transit will be treated as on duty and their usual pay and allowances during the period will be payable from Bangladesh in local currency as per government rules.

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


  
17.03.2025  
Israt Jahan Keya  
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Copy forwarded for kind information and necessary action (not according to seniority):

1. Mr. Muhammad Sakhawat Hussain, Honourable Adviser, Ministry of Labour and Employment.
2. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
5. Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
6. Secretary, Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
7. Secretary, Ministry of Shipping, Bangladesh Secretariat, Dhaka.
8. H.E. Ambassador, Bangladesh to Saudi Arabia.
9. Director General, National Security Intelligence, Segun Bagicha, Dhaka.
10. Mr. Mohammad Mashooqur Rahman Sikder, Joint Secretary, Ministry of Labour and Employment, Dhaka.
11. Mr. Md Kamal Hussain, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
12. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbal for this purpose).
13. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
14. Mr. Md. Zahidul Islam, PS to the Honourable Adviser (Deputy Secretary), Ministry of Labour & Employment; and Ministry of Shipping, Bangladesh Secretariat, Dhaka.
15. Director, Hazrat Shahjalal International Airport, Dhaka.
16. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
17. PS to Secretary (Senior Assistant Secretary), Ministry of Labour and Employment, Dhaka.
18. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
19. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
20. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
21. Accounts Officer/DDO, Cabinet Division/ Ministry of Labour and Employment/ Ministry of Shipping, Bangladesh Secretariat, Dhaka.
22. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka.

  
17.03.2025  
Israt Jahan Keya  
Deputy Secretary