

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
International Organization-3  
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Date: 19/02/2025

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

To : Chief Accounts Officer  
Ministry of Labour & Employment  
Segun Bagicha, Dhaka.

Subject: Official Delegation of Bangladesh to participate in the 353<sup>rd</sup> Governing Body Meeting of the International Labour Organization to be held in Geneva, Switzerland from 10 March 2025 to 20 March 2025.

The undersigned is pleased to inform that the Government of the People's Republic of Bangladesh has constituted the following official delegate to participate in the 353<sup>rd</sup> Governing Body Meeting of the International Labour Organization to be held in Geneva, Switzerland from 10 March 2025 to 20 March 2025.

Sl. No.	Name and Designation of Delegate	Position/Title
1	Mr. A H M Shafiquzzaman Secretary Ministry of Labour and Employment E-mail: <a href="mailto:secretary@mole.gov.bd">secretary@mole.gov.bd</a>	Deputy Team Leader

2. The delegate will leave Dhaka for Geneva, Switzerland on 09 March 2025 or nearest possible date and will depart from Geneva, Switzerland on 21 March 2025 or nearest possible date.

3. All the expenses of the Secretary, Ministry of Labour and Employment will be borne from the budget of 2024-2025 Financial Year of the Ministry of Labour and Employment.

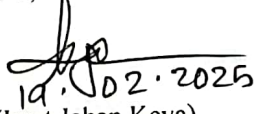
4. For the government delegate, the period of visit including transit will be treated as on duty and his usual pay and allowances during the period will be payable from Bangladesh in local currency as per government rules.

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

  
19.02.2025  
(Israt Jahan Keya)  
Deputy Secretary  
Phone: +88-02-9514062  
Email: [ijk\\_ac@yahoo.com](mailto:ijk_ac@yahoo.com)

Copy forwarded for kind information and necessary action (not according to seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka
5. Mr. A H M Shafiquzzaman, Secretary, Ministry of Labour and Employment, Dhaka.
6. Director General, National Security Intelligence, Segun Bagicha, Dhaka
7. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbal for this purpose).
8. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
9. Director, ILO Country Office for Bangladesh, Block-F, Plot-17/B&C, Agargaon Administrative Zone, Sher-e Bangla Nagar Dhaka-1207, Dhaka, Bangladesh
10. Director, Hazrat Shahjalal International Airport, Dhaka.
11. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
12. PS to Adviser (Deputy Secretary), Ministry of Labour and Employment
13. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
14. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
15. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
16. Accounts Officer/DDO, Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
17. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka.

  
19.02.2025  
(Israt Jahan Keya)  
Deputy Secretary