

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
Administration Section
(www.mole.gov.bd)

No: 40.00.0000.011.25.029.24.1396

Date: 06/07/1432
22/10/2025

To: Chief Accounts & Finance Officer
Ministry of Labour & Employment
Accounts Bhaban,
Segunbagicha, Dhaka.

Subject: Permission to participate in "Exposure visit on working conditions in tanneries" to be held in Bursa, Istanbul, Turkey from 02-11-2025 to 07-11-2025.

The undersigned is directed to convey the approval of the government of the People's Republic of Bangladesh of the following officials from Ministry of Labour & Employment and Department of Inspection for Factories and Establishments to participate in "Exposure visit on working conditions in tanneries" to be held in Bursa, Istanbul, Turkey from 02-11-2025 to 07-11-2025 . The particulars of the delegates are given below:

S.I No.	Name and Designation of Delegate	Position/Title
1	Dr. Md. Sanwar Jahan Bhuiyan Secretary Ministry of Labour and Employment E-mail: secretary@mole.gov.bd Passport No- D00017813	Leader of Delegation
2	Mohammad Masum Senior Assistant Secretary Ministry of Labour and Employment E-mail: masumbcsir@yahoo.com Passport No-E00179782	Member
3	Md. Mahfuzur Rahman Bhuiyan Joint Inspector (General) Department of Inspection for Factories and Establishments, Head office E-mail: jig.safety.dife@gmail.com Passport No-E00181299	Member
4	Md. Matiur Rahaman Joint Inspector General & Project Director, GOTAN Department of Inspection for Factories and Establishments, Head office E-mail: matiur.nababgonj@gmail.com Passport No-E00134052	Member
5	Md. Kurban Ali Librarian Department of Inspection for Factories and Establishments, Head office E-mail: Kurban92ali@gmail.com Passport No- E00262965	Member
6	Md. Wahidul Haque Labour Inspector (General), Department of Inspection for Factories and Establishments, DIG office, Dhaka. E-mail: wahidulhaque28@gmail.com	Member

2. The terms and conditions of this sanction are mentioned below:

- a) The period of aforesaid visit will be treated as on duty.
- b) All Expenses of the mentioned officials will be borne by Good Working Conditions in Tanneries (GOTAN) Project (Funded by GIZ Bangladesh). There is no financial involvement of GOB.

- c) They will draw their usual pay and allowances from Bangladesh in local currency.
- d) They will leave Dhaka on 01-11-2025 or nearest possible date and will return to Dhaka on 08-11-2025 or nearest possible date.
- e) After returning from abroad they will submit a report to the concern authority on the activities of the aforesaid exposure visit.
- f) Officials will not be allowed to overstay mentioned approved period.
- g) According to the circular of finance division (Memo no-07.152.000.00.00.000 (part-1).2008-66, Date-18/09/2018) they are entitled to draw pocket allowance equivalent to 30% of comprehensive allowance from the respective Ministry/Division/Department if they do not receive any hand cash from the respective organization/agency for any sort of ancillary costs or miscellaneous expenses.

3. This Government Order (G.O) is issued with the public interest and with the approval of the competent authority.


(Mohammad Masum)
Senior Assistant Secretary
Phone: 9514073
E-mail: sadmin@mole.gov.bd

No: 40.00.0000.011.25.029.24-1396/1(23)

Date: 06/07/1432
22/10/2025

Copy: for kind information/ 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. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Segunbagicha, Dhaka.
4. H.E. Ambassador, Embassy of the Peoples Republic of Bangladesh in Turkey.
5. H.E. Ambassador, Embassy of Turkey in Dhaka.
6. Inspector General, Department of Inspection for Factories and Establishments, Dhaka.
7. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
8. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With request to issue note verbal).
9. PS to Hon'ble Adviser, Ministry of Labour and Employment, Dhaka.
10. Mohammad Masum, Senior Assistant Secretary, Ministry of Labour & Employment, Dhaka.
11. Md. Mahfuzur Rahman Bhuiyan, Joint Inspector General, Department of Inspection for Factories and Establishments, Dhaka.
12. Md. Matiur Rahaman, Joint Inspector General, Department of Inspection for Factories and Establishments, Dhaka.
13. PS to Secretary, Ministry of Labour and Employment, Dhaka.
14. System Analyst, ICT Cell, Ministry of Labour & Employment. (With request to upload this G.O in official website of MoLE).
15. Md. Firoz Alam, Head of Project, Good Working Conditions in Tanneries (GOTAN), giz PO box 6091, Gulshan-1, Dhaka-1212, Bangladesh.
16. General Manager, Foreign Currency and policy Division, Bangladesh Bank, Dhaka.
17. Md. Kurban Ali, Librarian, Department of Inspection for Factories and Establishments, Head office, Dhaka.
18. Md. Wahidul Haque, Labour Inspector (General), Department of Inspection for Factories and Establishments, DIG office, Dhaka.
19. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
20. Accounts Officer, Ministry of Labour & Employment/ Department of Inspection for Factories and Establishments, Dhaka.
21. P.O to Additional Secretary (Admin), Ministry of Labour & Employment, Dhaka.
22. P.O to Joint Secretary (Admin), Ministry of Labour & Employment, Dhaka.
23. Office Copy/ Master Copy.


(Mohammad Masum)
Senior Assistant Secretary