

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
International Organization-3
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Date:22/10/2025

From : Tamanna Mahmud
Senior Assistant Secretary
Ministry of Labour & Employment
Bangladesh Secretariat, Dhaka.

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

Subject : Official Delegation of Bangladesh to participate in the 355th Governing Body(GB)
Meeting of International Labour Organization (ILO) to be held in Geneva, Switzerland
from 17 to 27 November 2025.

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 355th Governing Body Meeting of International Labour Organization (ILO) to be held in Geneva, Switzerland from 17 to 27 November 2025:

Sl. No.	Name and Designation of Delegate	Position/Title
1	Mr. Muhammad Sakhawat Hussain Honourable Adviser Ministry of Labour and Employment E-mail: adviser@mole.gov.bd Passport Number: D00017590	Leader of Delegation
2.	Mr. Md. Sanwar Jahan Bhuiyan Secretary Ministry of Labour and Employment E-mail: sanwarjahan@gmail.com Passport Number: D00017813	Alternative Leader
3.	Mr. Md Humaiyan Kabir Additional Secretary Ministry of Labour and Employment E-mail: kabirmh70@gmail.com Passport Number: E00013059	Member
4.	Mr. Mohammad Mashooqur Rahman Sikder Joint Secretary Ministry of Labour and Employment E-mail: sikder08@gmail.com Passport Number: F00039017	Member

(A)

Sl. No.	Name and Designation of Delegate	Position/Title
5.	Ms. Tahmina Begum Join Secretary Ministry of Labour and Employment E-mail:tahmina22nd@gmail.com Passport Number:E00141897	Member
6.	Mr. Md. Zahidul Islam Private Secretary to the Honourable Adviser (Deputy Secretary) Ministry of Labour and Employment E-mail: zahidzunaina@gmail.com Passport no.:E00013268	Member
7.	Ms. Tamanna Mahmud Senior Assistant Secretary Ministry of Labour and Employment E-mail:tamanna16944@gmail.com Passport Number:E00175470	Member

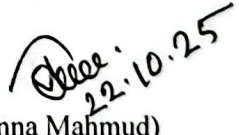
2. Honourable Adviser, Ministry of Labour and Employment will leave Dhaka for Geneva, Switzerland on 19 November 2025 or nearest possible date and will leave Geneva, Switzerland for Dhaka on 22 November 2025 or nearest possible date. The other delegates will leave Dhaka for Geneva, Switzerland on 16 November 2025 or nearest possible date and will leave Geneva, Switzerland for Dhaka on 28 November 2025 or nearest possible date.

3. H.E. Ambassador and Permanent Representative of Bangladesh, Permanent Mission of Bangladesh, Geneva and other relevant officials of the mission will attend the meeting.

4. All the expenses of the Honourable Adviser, Ministry of Labour and Employment in connection to this programme will be borne from budget of 2025-2026 Financial Year of the Cabinet Division. All the expenses of the other members of the delegation will be borne from the budget of 2025-2026 Financial Year of the Ministry of Labour and Employment.

5. The period of visit, including transit period, 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 as government rule.

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


 (Tamanna Mahmud)
 Senior Assistant Secretary
 Phone: +88-02-55100288
 Email: io2@mole.gov.bd

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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
4. Principal Secretary, Chief Adviser's Office, Tejgaon, Dhaka
5. Senior Secretary, Ministry of Shipping, Bangladesh Secretariat, Dhaka.
6. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
7. Foreign Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
8. Mr. Md. Sanwar Jahan Bhuiyan, Secretary, Ministry of Labour and Employment
9. H.E. Ambassador and Permanent Representative of Bangladesh, Permanent Mission of Bangladesh, Geneva, Switzerland.
10. Mr. Md Humaiyan Kabir, Additional Secretary, Ministry of Labour and Employment.
11. Mr. Mohammad Mashooqur Rahman Sikder, Joint Secretary, Ministry of Labour and Employment.
12. Ms. Tahmina Begum, Joint Secretary, Ministry of Labour and Employment, Dhaka.
13. Director General, National Security Intelligence, Segunbagicha, Dhaka.
14. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue a note verbale for this purpose).
15. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Mr. Md. Zahidul Islam, Private Secretary to the Honourable Adviser (Deputy Secretary), Ministry of Labour and Employment
18. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
19. PS to Secretary, Ministry of Labour and Employment.
20. Ms. Tamanna Mahmud, Senior Assistant Secretary, Ministry of Labour and Employment.
21. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
22. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
23. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
24. Accounts Officer/DDO, Cabinet Division/Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
25. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka.

(Signature)
22.10.25

(Tamanna Mahmud)
Senior Assistant Secretary