

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
International Organization-2
www.mole.gov.bd

No. 40.00.0000.023.40.001.24 -82

Date: 21/09/2025

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

Subject: Official Delegation of Bangladesh to participate in the (1) "High Level Roundtable on Innovative Labour and Employment Strategies in a Changing World of Work: Global Challenges - National Solutions": and (2) "Senior Officials Meeting of the Second General Assembly of the OIC Labour Centre" from 23 September 2025 to 24 September 2025 to be held in Baku, Azerbaijan.

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 1) "High level Roundtable on Innovative Labour and Employment Strategies in a Changing World of Work: Global Challenges - National Solutions": and 2) "Senior Officials Meeting of the Second General Assembly of the OIC Labour Centre" from 23 September 2025 to 24 September 2025 to be held in Baku, Azerbaijan.

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	Leader of Delegation
2.	Mr. Mohammad Mashooqur Rahman Sikder Joint Secretary Ministry of Labour and Employment E-mail: sikder08@gmail.com	Member
3.	Mr. Md. Zahidul Islam Private Secretary to the Honourable Adviser (Deputy Secretary) Ministry of Labour and Employment E-mail: zahidzunaina@gmail.com	Member

2. The delegates will leave Dhaka for Baku, Azerbaijan on 22 September 2025 or nearest possible date and will leave Baku, Azerbaijan for Dhaka on 25 September 2025 or nearest possible date.

3. All expenses, other than accommodation, of the Honourable Adviser, Ministry of Labour and Employment in connection to this Programme will be borne from the budget of 2025-2026 Financial Year of the Cabinet Division. All expenses, other than accommodation, of the Joint Secretary, Ministry of Labour and Employment in connection to this Programme will be borne from the budget of 2025-2026 Financial Year of the Ministry of Labour and Employment. All the expenses of the Private Secretary to the Honourable Adviser (Deputy Secretary), Ministry of Labour and Employment in connection to this Programme will be borne from the budget of 2025-2026 Financial Year of the Ministry of Labour and Employment.



4. The period of visit of the delegates, 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.

5. Officials will not be allowed to overstay mentioned approved period.

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

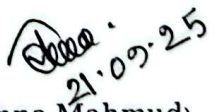

(Tamanna Mahmud)
Senior Assistant Secretary
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Email: io2@mole.gov.bd

No. 40.00.0000.023.40.001.24 -82

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


(Tamanna Mahmud)
Senior Assistant Secretary