

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 -76

Date: 22/10/2024

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

To : Chief Accounts Officer  
Chief Adviser's Office/Cabinet Division/Ministry of Labour & Employment  
Segun Bagicha, Dhaka.

Subject: Official Delegation of Bangladesh to participate in the 352<sup>nd</sup> Governing Body Meeting of the International Labour Organization to be held in Geneva, Switzerland from 28 October 2024 to 7 November 2024.

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 352<sup>nd</sup> Governing Body Meeting of the International Labour Organization to be held in Geneva, Switzerland from 28 October 2024 to 7 November 2024.

Sl. No.	Name and Designation of Delegate	Position/Title
1	Dr. Asif Nazrul Hon'ble Adviser Ministry of Law, Justice and Parliamentary Affairs E-mail: asifnazrul@gmail.com	Leader of Delegation
2	Mr. Asif Mahmud Shojib Bhuyain Hon'ble Adviser Ministry of Labour and Employment E-mail: adviser@mole.gov.bd	Alternate Leader of Delegation
3	Mr. Lutfey Yasser Siddiqi Special Envoy on International Affairs to Hon'ble Chief Adviser Chief Adviser's Office E-mail: L.Y.Siddiqi@lse.ac.uk	Member
4	Mr. AHM Shafiquzzaman Secretary Ministry of Labour and Employment E-mail: secretary@mole.gov.bd	Member
5	Ms. Fahmida Akhtar, ndc Additional Secretary Ministry of Labour and Employment E-mail: afahmida@yahoo.com	Member
6	Mr. Md Humayun Kabir Additional Secretary Ministry of Labour & Employment E-mail: kabirmh70@gmail.com	Member

7	Ms. Israt Jahan Keya Deputy Secretary Ministry of Labour and Employment Email: ijk_ac@yahoo.com	Member
8	Mr. Md. Moajjam Hossain Assistant Private Secretary to the Hon'ble Adviser Ministry of Labour and Employment E-mail: moajjam97531@gmail.com	Member
9	Mr. Md. Abdul Aahad Personal Officer to the Hon'ble Adviser Ministry of Labour and Employment E-mail: aahad.work@gmail.com	Member

Delegation from Permanent Mission, Geneva

Sl. No	Name and Designation of Delegate	Position/Title
1	H.E. Mr. Tareq Md. Ariful Islam Ambassador and Permanent Representative of Bangladesh, Permanent Mission of Bangladesh, Geneva	Deputy Leader
2	Mr. Fazle Lohani Babu Counsellor, Permanent Mission of Bangladesh, Geneva	Member

2. The delegates will leave Dhaka for Geneva, Switzerland on 26 October 2024 or nearest possible date and will depart from Geneva, Switzerland on 08 November or nearest possible date.

3. All the expenses of the Hon'ble Adviser, Ministry of Law, Justice and Parliamentary Affairs, and the Hon'ble Adviser, Ministry of Labour and Employment in connection to this programme will be borne from the budget of 2024-2025 Financial Year of the Cabinet Division. All the expenses of the Special Envoy on International Affairs to the Hon'ble Chief Adviser in connection to this Programme will be borne from the budget of 2024-2025 Financial Year of the Chief Adviser's Office. All the expenses of the other members of the delegation will be borne from the budget of 2024-2025 Financial Year of the concerned Ministry.

4. 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.

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

  
 22/10/2024  
 (Israt Jahan Keya)  
 Deputy Secretary  
 Phone: +88-02-9514062  
 Email: ijk\_ac@yahoo.com

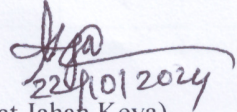
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Copy forwarded for kind information and necessary action (not according to seniority):

1. Dr. Asif Nazrul, Hon'ble Adviser, Ministry of Law, Justice and Parliamentary Affairs.
2. Mr. Asif Mahmud Shojib Bhuyain, Hon'ble Adviser, Ministry of Labour and Employment.
3. Mr. Lutfey Yasser Siddiqi, Special Envoy on International Affairs to Hon'ble Chief Adviser, Chief Adviser's Office.
4. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
5. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka Foreign Secretary.
6. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.

7. Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka
8. Secretary, Ministry of Labour and Employment, Dhaka.
9. H.E. Mr. Tareq Md. Ariful Islam, Ambassador and Permanent Representative of Bangladesh to the UN Offices and other International Organizations in Geneva, Switzerland.
10. Director General, National Security Intelligence, Segun Bagicha, Dhaka
11. Ms. Fahmida Akhtar, ndc, Additional Secretary, Ministry of Labour and Employment.
12. Mr. Md. Humayun Kabir, Additional Secretary, Ministry of Labour and Employment, Dhaka.
13. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbal for this purpose).
14. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
15. Mr. Fazle Lohani Babu, Counsellor, Permanent Mission of Bangladesh, Geneva
16. PS to the Hon'ble Adviser, Ministry of Law, Justice and Parliamentary Affairs, Bangladesh Secretariat, Dhaka.
17. PS to the Hon'ble Adviser (Deputy Secretary), Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
18. Director, ILO Country Office for Bangladesh, Block-F, Plot-17/B&C, Agargaon Administrative Zone, Sher-e Bangla Nagar Dhaka-1207, Dhaka, Bangladesh
19. Director, Hazrat Shahjalal International Airport, Dhaka.
20. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
21. Ms. Israt Jahan Keya, Deputy Secretary, Ministry of Labour and Employment
22. PS to Secretary (Senior Assistant Secretary), Ministry of Labour and Employment
23. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
24. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
25. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
26. Accounts Officer/DDO, Chief Adviser's Office/ Ministry of Law, Justice and Parliamentary Affairs/ Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
27. Mr. Md. Moajjam Hossain, Assistant Private Secretary to Honorable Adviser, Ministry of Labour and Employment
28. Mr. Md. Abdul Aahad, Personal Officer to the Hon'ble Adviser, Ministry of Labour and Employment
29. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka.

  
22/01/2024  
(Israt Jahan Keya)  
Deputy Secretary