

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

No. 40.00.0000.023.40.001.24-84

Date: 23/09/2025

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

Subject : Official Delegation of Bangladesh to participate in the "6th Islamic Conference of Labour Ministers" during 15-16 October 2025 to be held in Doha, Qatar.

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 "6th Islamic Conference of Labour Ministers" during 15-16 October 2025 to be held in Doha, Qatar.

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)	Ms. Fahmida Akhtar Additional Secretary Ministry of Labour and Employment E-mail: afahmida@yahoo.com Passport Number: E00002178	Member
(3)	Ms. Israt Jahan Keya Deputy Secretary Ministry of Labour and Employment E-mail: ijk_ac@yahoo.com Passport Number: E00013337	Member
(4)	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

2. The delegates will leave Dhaka for Doha, Qatar on 14 October 2025 or nearest possible date and will leave Doha, Qatar for Dhaka on 17 October 2025 or nearest possible date.

3. The Organizer will provide tickets, transportation, and accommodation for the delegates mentioned in serial numbers (1) to (3). Any other allowances applicable to them will be provided as per the rules and regulations of the Government of Bangladesh. All expenses for the other delegate mentioned in serial number (4) will be borne from the 2025–2026 financial year budget of the Ministry of Labour and Employment.



4. The period of visit of the delegates, including transit time, 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 beyond approved period.
6. This order is issued with the approval of the competent authority.

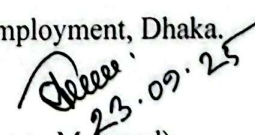

(Tamanna Mahmud)
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Email: section.io2@mole.gov.bd

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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. Principal Secretary, Chief Adviser's Office, Tejgaon, Dhaka.
4. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
5. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
6. Foreign Secretary, Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
7. Secretary, Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
8. Secretary, Ministry of Shipping, Bangladesh Secretariat, Dhaka.
9. Ms. Fahmida Akhtar, Additional Secretary, Ministry of Labour and Employment, Dhaka.
10. H.E. Ambassador of Bangladesh to Doha, Qatar.
11. Director General, National Security Intelligence, Segun Bagicha, Dhaka.
12. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbale for this purpose).
13. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
14. Ms. Israt Jahan Keya, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
15. Mr. Md. Zahidul Islam, Deputy Secretary, Ministry of Labour and Employment, Dhaka.
16. Director, Hazrat Shahjalal International Airport, Dhaka.
17. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
18. PS to Secretary, Ministry of Labour and Employment.
19. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
20. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
21. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
22. Accounts Officer/DDO, Cabinet Division/Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
23. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka.


(Tamanna Mahmud)
Senior Assistant Secretary