

Government of the People's Republic of Bangladesh
Ministry of Labour and Employment
International Organization- 1
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Date: 07/04/2026

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

To : Chief Accounts Officer
Cabinet Division/Ministry of Labour & Employment/ Ministry of Expatriates Welfare
and Overseas Employment, Segun Bagicha, Dhaka.

Subject : Official delegation of Bangladesh to participate in the 8th Global “ Occupational Safety
and Health Conference” to be held in Riyadh, Kingdom of Saudi Arabia during 27-29
April 2026

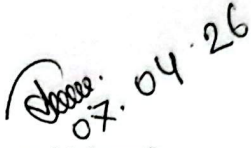
The undersigned is pleased to inform that the Government of the People's Republic of
Bangladesh has constituted the following official delegation to participate in the “ Occupational
Safety and Health Conference” to be held in Riyadh, Kingdom of Saudi Arabia during 27-29 April
2026.

SL	Name and Designation	Mobile No	E-mail
1.	Mr. Ariful Haque Choudhury Hon'ble Minister Ministry of Labour and Employment and Ministry of Expatriates Welfare & Overseas Employment	01733327800	minister@mole.gov.bd
2.	Mr. Mohammad Shaheen, ndc Additional Secretary Ministry of Expatriates Welfare and Overseas Employment	01711370447	shaheen.moni7767@gmail.com
3.	Mr. Md. Shamsul Islam Deputy Secretary Ministry of Labour and Employment	01758223072	islamshamsul15702@yahoo.com

2. The accommodation expenses of the Hon'ble Minister and two officials as well as airfare and local transportation, will be arranged by the Saudi Government. However, the Hon'ble Minister and other member of the delegation will receive benefits as per government rules and regulations which will be borne from the 2025-2026 Financial Year's budget of the Cabinet Division and respective Ministries.

3. Prior to participating in the conference, the members of delegation will visit the sacred Rawdah (tomb) of the Prophet Hazrat Muhammad (PBUH) in Madinah during the 25-26 April 2026 at their own expense.

4. The delegates will depart from Dhaka for Riyadh, Kingdom of Saudi Arabia, on 24 April 2026 or the nearest possible date and will return from Riyadh to Dhaka on 30 April 2026 or the nearest possible date.
5. For the delegates, the period of the visit, including transit, will be treated as on duty. Their usual pay and allowances during this period will be payable in Bangladesh in local currency, as per government rules.
6. This order is issued with the approval of the competent authority.

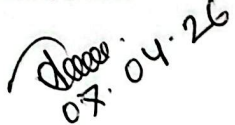

(Tamanna Mahmud)
Senior Assistant Secretary
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No. 40.00.0000.025.001.01.26-148/1(20)

Date: 07/04/2026

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

1. Mr. Ariful Haque Choudhury, Hon'ble Minister, Ministry of Labour and Employment and Ministry of Expatriates Welfare & Overseas Employment, Dhaka
2. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/ Principal Secretary to the Prime Minister, Prime Minister's Office. Tejgaon, 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. H.E. the Ambassador of Bangladesh to Riyadh, Kingdom of Saudi Arabia.
7. Mr. Mohammad Shaheen, ndc, Additional Secretary, Ministry of Expatriates Welfare and Overseas Employment, Dhaka
8. Director General, National Security Intelligence, Segun Bagicha, Dhaka.
9. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbale for this purpose).
10. Director General, Department of Immigration and Passport, Agargaon, Dhaka
11. Mr. Md Shamsul Islam, Deputy Secretary, Ministry of Labour and Employment.
12. PS to Honourable Minister, Ministry of Labour and Employment/Ministry of Expatriates Welfare & Overseas Employment, Dhaka
13. Director, Hazrat Shahjalal International Airport, Dhaka.
14. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
15. Senior Assistant Secretary (Administration), Ministry of Labour and Employment, (With a request to take necessary steps to issue the financial G.O.).
16. PS to Secretary, Ministry of Labour and Employment/Ministry of Expatriates Welfare and Overseas Employment, Dhaka
17. System Analyst, Ministry of Labour and Employment/ Ministry of Expatriates Welfare and Overseas Employment (With a request to upload the G.O. on the website of the ministry).
18. Public Relations Officer, Ministry of Labour and Employment/Ministry of Expatriates Welfare and Overseas Employment, Dhaka
19. Accounts Officer /DDO, Cabinet Division/Ministry of Labour & Employment/ Ministry of Expatriates Welfare and Overseas Employment, Bangladesh Secretariat, Dhaka.
20. Mr. Md. Hannan Sarder, Protocol Officer, Ministry of Labour and Employment, Dhaka


(Tamanna Mahmud)
Senior Assistant Secretary