Government of the People's Republic of Bangladesh
Ministry of Women and Children Affairs
Training Section
Bangladesh Secretariat, Dhaka-1000.
www.mowca.gov.bd

Memo No: 32.00.0000.030.25.011.24.255 Date: 01/11/2026

Government Order

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh in favour of the following officials to participate in the ''Regional Dialogue on Climate Resilient and Inclusive Social Protection" to be held from 09-10 November 2026 in Bangkok, Thailand.

SL.	Name and Designation	Passport	Mobile & E-mail Number
01.	Sajal Kanti Banik (Joint Secretary) (ID no: 7867) Ministry of Women and Children Affairs	E00175758	Mob: + 88 01711944690 e-mail: sbanik7010@gmail.com
02.	Suparna Talukder Spouse of Sajal Kanti Banik	A13428129	Mob: +01817739419 e-mail: sbanik7010@gmail.com

2. The sanction will be subjected to the terms and conditions mentioned below:
   a) The period of this programme and the time spent for travel and transit will be treated as on duty;
   b) All expenses bear of Sl. No. (01) to be incurred during this programme will be borne by (ESCAP);
   c) Air fair and all other pertinent expenses for Sl.No. (02) will be borne by Sl.No. (01) from his personal expenses;
   d) He will draw his pay and allowances in local currency. No part of it shall be drawn in foreign currency;
   e) He will not extend his stay abroad beyond the permitted period;
   f) He will leave Dhaka for Bangkok, Thailand on 08 November, 2026 or a nearer date and he will leave Bangkok, Thailand for Dhaka on 11 November, 2026 or a nearer date;
   g) He will submit a report within 7th (Seven) days after his return.

3. This Government order is issued with the approval of the competent authority.

(Sarawat Mehjabeen)
Deputy Secretary
Phone: 88-02-551 000 61
e-mail: training@mowca.gov.bd

Memo No: 32.00.0000.030.25.011.24.255 Date: 01/11/2026

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka;
2. Secretary, Economic Relations Division (ERD), Ministry of Finance, Sher-E-Bangla, Nagar, Dhaka;
3. Secretary, Ministry of Foreign Affairs, Dhaka;
4. Private Secretary to Minister, Ministry of Women and Children Affairs & Ministry of Social Welfare, Dhaka;
5. PS to Secretary, Ministry of Women and Children Affairs, Dhaka;
6. Sajal Kanti Banik, Joint Secretary, Ministry of Women and Children Affairs;
7. Suparna Talukder, Spouse of Sajal Kanti Banik;
8. H.E. Ambassador of Bangladesh in Thailand, 47/8 Soi Ekamai Soi 30, Sukhumvit 63, Bangkok 10110, Thailand;

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9. H.E. Ambassador of Royal Thai Embassy, 18 & 20 Madani Avenue, Baridhara, Dhaka-1212, Bangladesh;
10. Director General, Immigration and Passport, Dhaka;
11. Director, Hazrat Shahjalal International Airport, Dhaka;
12. Mr. Arghya Sinha Roy, Director, Climate Change, Climate Change, Resilience, and Environment Cluster, Climate Change and Sustainable Development Department;
13. Private Secretary to Senior Secretary, Ministry of Women and Children Affairs, Dhaka;
14. Deputy Secretary (Admin-1), Ministry of Women and Children Affairs, Dhaka;
15. Accounts Officer, Ministry of Women and Children Affairs, Dhaka;
16. Programmer, Ministry of Women and Children Affairs, Dhaka (with request to upload in the website);
17. Protocal Officer, Ministry of Women and Children Affairs, Dhaka;
18. Personal Officer to Additional Secretary (Admin), Ministry of Women and Children Affairs. Dhaka;
19. Personal Officer to Joint Secretary (Admin), Ministry of Women and Children Affairs. Dhaka;
20. Office Copy.

(Sarawat Mehjabeen)
Deputy Secretary