

Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
International Organization-2  
[www.mole.gov.bd](http://www.mole.gov.bd)

No. 40.00.0000.024.40.001.20-78

Date: 19/10/2023

From : A K M Rezaur Rahman  
Deputy Secretary  
Ministry of Labour and Employment

To : Chief Accounts and Finance Officer (CAFO)  
Cabinet Division/Ministry of Labour & Employment  
Segun Bagicha, Dhaka.

Subject: Official Delegation of Bangladesh to participate in the International Labour Organization Governing Body's 349<sup>th</sup> Session during 30 October 2023 to 09 November 2023 and the 349<sup>th</sup> (Special) Session during 10 November, 2023 to 11 November, 2023 to be held in Geneva, Switzerland.

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 International Labour Organization Governing Body's 349<sup>th</sup> Session during 30 October 2023 to 09 November 2023 and the 349<sup>th</sup> (Special) Session during 10 November, 2023 to 11 November, 2023 to be held in Geneva, Switzerland.

Sl. No.	Name and Designation of Delegate	Position/Title
1	Mr. Anisul Huq, M.P Honourable Minister, Ministry of Law, Justice and Parliamentary Affairs	Leader of Delegation
2	Begum Monnujan Sufian, M.P Hon'ble State Minister, Ministry of Labour and Employment	Alternate Leader of Delegation
3	Mr. Md. Ehsan-E-Elahi Secretary, Ministry of Labour and Employment	Member
4	Dr. Mollah Jalal Uddin Director General, Central Fund, Ministry of Labour and Employment	Member
5	Ms. Fahmida Akhtar Additional Secretary, Ministry of Labour & Employment	Member
6	Mr. Saif Uddin Ahmed Inspector General (Additional Charge) Additional Secretary Department of Factories and Establishment, Ministry of Labour & Employment	Member
7	Mr. Abu Hasnat Md. Moinuddin Private Secretary to Honorable State Minister (Deputy Secretary) Ministry of Labour and Employment	Member
8.	Mr. A K M Rezaur Rahman Deputy Secretary, Ministry of Labour and Employment	Member
9.	Mr. Masud Ul Alam Assistant Private Secretary (Senior Assistant Secretary) to Law Minister Honourable Minister, Ministry of Law, Justice and Parliamentary Affairs	Member

**Delegation from Permanent Mission, Geneva**

Sl. No.	Name and Designation of Delegate	Position/Title
1	H. E. Mr. Mohammad Sufiur Rahman Ambassador and Permanent Representative of Bangladesh to the UN Offices and other International Organizations in Geneva, Switzerland	Deputy Leader
2	Ms. Shanchita Haque Deputy Permanent Representative, Permanent Mission of Bangladesh to the UN Office & other International Organizations in Geneva, , Switzerland	Member



3	Mr. Md. Kamruzzaman Counsellor, Permanent Mission of Bangladesh to the UN Office & other International Organizations in Geneva, Switzerland	Member
4	Mr. Fazle Lohani Babu Counsellor, Permanent Mission of Bangladesh to the UN Office & other International Organizations in Geneva, Switzerland	Member

2. All the delegates (Except Government Delegate numbers 1, 3 and 9) will leave Dhaka for Geneva, Switzerland on 29 October 2023 or nearest possible date and will depart from Geneva, Switzerland on 12 November 2023 or nearest possible date. Delegate number 1, 3 and 9 will depart from Geneva, Switzerland on 15 attending the '4<sup>th</sup> Universal Periodic Review (UPR) of Bangladesh in UNHCR'. The delegate Number 03 Mr. Md. Ehsan-E-Elahi, Secretary, Ministry of Labour and Employment and his spouse will leave for Dhaka to Dubai on 30 October 2023 or nearest possible date and leave for Geneva from Dubai on 01 November 2023 or nearest possible date.

3. Ms. Asmaul Hosna Shapla, niece of honourable State Minister, Ministry of Labour and Employment will accompany Hon'ble State Minister at her own expenses.

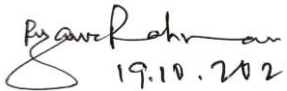
4. Ms. Syeda Ferdouse Begum, Spouse of the Secretary for the Ministry of Labour and Employment will accompany him at her own expenses.

5. Ms. Suria Nava Turo, Spouse of Private Secretary to State Minister, Ministry of Labour and Employment will accompany him at her own expenses.

6. All the expenses of the Hon'ble Minister, Ministry of Law, Justice and Parliamentary Affairs and Hon'ble State Minister, Ministry of Labour and Employment in connection to this programme will be borne from the budget of 2023-2024 Financial Year of the Cabinet Division. All the expenses of the other members of the delegation (Except mentioned in Para 3, 4 and 5) will be borne from the budget of 2023-2024 Financial Year of the concerned Ministry/ organization.

7. 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.

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

  
 19.10.2023  
 (A K M Rezaur Rahman)  
 Deputy Secretary  
 Phone: +88-02-9514062  
 Email: [section.io3@mole.gov.bd](mailto:section.io3@mole.gov.bd)

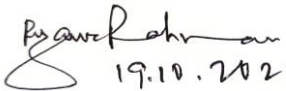
No. 40.00.0000.024.40.001.20-78 (38)

Date: 19/10/2023

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

1. Mr. Anisul Huq, M.P, Honourable Minister, Ministry of Law, Justice and Parliamentary Affairs.
2. Begum Monnujan Sufian, MP, Hon'ble State Minister, Ministry of Labour and Employment.
3. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
4. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
5. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
6. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
7. Senior Secretary, Bangladesh Parliament Secretariat, Bangladesh Parliament, Sher-E-Bangla Nagar, Dhaka.
8. Senior Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
9. Secretary, Ministry of Labour and Employment, Dhaka.
10. Secretary, Law and Justice Division, Bangladesh Secretariat, Dhaka
11. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
12. H.E. Mr. Mr. Mohammad Sufiur Rahman, Ambassador and Permanent Representative of Bangladesh to the UN Offices and other International Organizations in Geneva, Switzerland
13. Director General, National Security Intelligence, Segun Bagicha, Dhaka

14. Ms. Fahmida Akhtar, Additional Secretary (IO), Ministry of Labour and Employment.
15. Mr. Saif Uddin Ahmed, Inspector General (Additional Charge) Additional Secretary, Department of Factories and Establishment, Ministry of Labour & Employment.
16. Joint Secretary (IO), Ministry of Labour and Employment, Dhaka.
17. Director General (Consular & Welfare), Ministry of Foreign Affairs, Dhaka (With a request to issue note verbal for this purpose).
18. Director General, Department of Immigration and Passport, Agargaon, Dhaka.
19. Ms. Shanchita Haque, Deputy Permanent Representative, Permanent Mission of Bangladesh to the UN Office & other International Organizations in Geneva.
20. Mr. Abu Hasnat Md. Moinuddin, Private Secretary to Honorable State Minister (Deputy Secretary), Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
21. Mr. Md. Kamruzzaman, Counsellor, Permanent Mission of Bangladesh, Geneva
22. Mr. Fazle Lohani Babu, Counsellor, Permanent Mission of Bangladesh, Geneva
23. Director, ILO Country Office for Bangladesh, Block-F, Plot-17/B&C, Agargaon Administrative Zone, Sher-e Bangla Nagar Dhaka-1207, Dhaka, Bangladesh.
24. Director, Hazrat Shahjalal International Airport, Dhaka.
25. Director, Division of Foreign Currency Policy, Bangladesh Bank, Dhaka. (With a request to take necessary steps for dollar endorsement if required).
26. Mr. A K M Rezaur Rahman, Deputy Secretary, Ministry of Labour and Employment
27. Senior Assistant Secretary (I.O-1, 2), Ministry of Labour and Employment,
28. Mr. Masud Ul Alam, Assistant Private Secretary (Senior Assistant Secretary) to Law Minister, Ministry of Law, Justice and Parliamentary Affairs.
29. PS To Secretary (Senior Assistant Secretary), Secretary's office, Ministry of Labour and Employment.
30. Public Relation Officer, Ministry of Labour and Employment, Dhaka.
31. Assistant Secretary (Administration), Ministry of Labour and Employment, Dhaka (With a request to take necessary steps to issue financial GO).
32. Assistant Private Secretary to Hon'ble State Minister, Ministry of Labour and Employment
33. System Analyst, Ministry of Labour and Employment, Dhaka. (With a request to upload the GO in the website of the ministry).
34. Accounts Officer/DDO, Ministry of Labour and Employment, Bangladesh Secretariat, Dhaka.
35. Md Saiful Islam, Protocol Officer, Ministry of Labour and Employment, Dhaka.
36. Ms. Syeda Ferdouse Begum, Spouse of the Secretary for the Ministry of Labour and Employment.
37. Ms. Ms. Asmaul Hosna Shapla, niece of honourable State Minister, Ministry of Labour and Employment.

  
19.10.2023  
(A K M Rezaur Rahman)  
Deputy Secretary