

Government of the People's Republic of Bangladesh

Ministry of Commerce

Admin-1 Section

Bangladesh Secretariat, Dhaka.

[www.mincom.gov.bd](http://www.mincom.gov.bd)

No.26.00.0000.086.25.001.17-341

Date: 02 April 2017

To: Chief Accounts Officer  
Ministry of Commerce  
83/B, New Circular Road, Malibagh, Dhaka.

Sir,

The undersigned is directed to convey the Government's approval to the following officers for participating in the 'UNCLAD E-Commerce Week 2017' to be held in Geneva, Switzerland during 24-28 April 2017 under following terms and conditions described in para-02:

SI No.	Name	Designation	Place of Posting
01.	Mr. Md. Munir Chowdhury	Director General (Joint Secretary)	WTO Cell, Ministry of Commerce, Dhaka
02.	Mr. Md. Hafizur Rahman	Director (Deputy Secretary)	WTO Cell, Ministry of Commerce, Dhaka

02. **Terms and Conditions:**

- The period of attending the 'UNCLAD E-Commerce Week 2017' and the time spent for travel and transit will be treated as on duty;
- They will draw their pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- United Nations Conference on Trade and Development (UNCTAD) will bear travel, accommodation and all other expenses of the official mentioned at SI No. 01;
- Travel and all other expenses for the official mentioned at SI No. 02 will be borne from the relevant fund of the "Strengthening Institutional Capacity and Human Resource Development for Trade Promotion" project of the WTO Cell, Ministry of Commerce;
- They will depart Dhaka for Geneva, Switzerland on 23 April 2017 or any suitable date close to that and depart Geneva, Switzerland for Dhaka on 29 April 2017 or any suitable date close to that. They will not be allowed to stay abroad more than the approved period.
- They will submit a report on the said 'UNCLAD E-Commerce Week 2017' to the Secretary, Ministry of Commerce with a copy to Hon'ble Minister, Ministry of Commerce within 10 working days upon their return from Switzerland.

03. This Government Order (G.O) is issued in the public interest and with the approval of the competent authority.

Sincerely Yours,

S/d-

02/04/2017

(Nurjahan Khanom)

Senior Assistant Secretary

☎ 9545853

E-mail: [sas.adm1@mincom.gov.bd](mailto:sas.adm1@mincom.gov.bd)

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**Copy forwarded for kind information and necessary action to (not in order of seniority):**

- Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
- Secretary, Security Service Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
- Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- H.E the Ambassador, Embassy of Switzerland in Bangladesh, House No. 31B, Road No. 18, Banani, Dhaka.
- H.E the Ambassador and Permanent Representative, Permanent Mission of Bangladesh, Geneva, Switzerland. (By Bag/Fax).
- Mr. Md. Munir Chowdhury, Director General, WTO Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Dhaka (**request to issue Note Verbal**).
- Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.
- Mr. Md. Hafizur Rahman, Director (Deputy Secretary), WTO Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- PS to Hon'ble Commerce Minister, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- General Manager, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.
- Mr. Abu Saleh Mohammed Imran, Member Secretary, Website & Trade Portal Updating Committee, Ministry of Commerce, Bangladesh Secretariat, Dhaka (**with request to upload this GO in official website of MoC**).
- Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
- PO to Additional Secretary (Admin)/Director General (WTO Cell), Ministry of Commerce, Bangladesh Secretariat, Dhaka.

  
(Nurjahan Khanom)  
Senior Assistant Secretary