

Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Training Section  
Bangladesh Secretariat, Dhaka.  
[www.shed.gov.bd](http://www.shed.gov.bd)

Memo : 37.00.0000.084.25.006.19(Part-1)- 419

Date : 19 December 2023

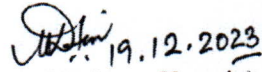
To : Chief Accounts and Finance Officer  
Ministry of Education  
45, Purana Paltan, Dhaka.

Subject : Government's approval to attend the '44th Session of ICESCO's Executive Council and the Second Consultative Meeting of the Secretaries General of National Commissions' to be held from 16-18 January 2024 and to perform the Holy Umrah from 19-23 January 2024 in Saudi Arabia.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh for the following official to attend the '44th Session of ICESCO's Executive Council and the Second Consultative Meeting of the Secretaries General of National Commissions' to be held from 16-18 January 2024 in Jeddah and the approval of staying in Saudi Arabia to perform the Holy Umrah from 19-23 January 2024 under the following terms & conditions :

Sl. No.	Name, Designation & Office
01.	Suleman Khan Secretary Secondary and Higher Education Division & Secretary General, Bangladesh National Commission for UNESCO and Member of ICESCO Executive Council.

- i) The expenses of economy class air ticket, accommodation, food and other costs will be borne by the organizer (ICESCO). The official is entitled to travel in the business class as a Secretary to the Government, so the additional cost for converting the economy class air ticket to business class will be borne by the Secondary and Higher Education Division;
  - ii) Other expenses for staying in Saudi Arabia to perform the Holy Umrah will be borne by himself;
  - iii) He will not be provided any part of his salary and allowances in foreign currency;
  - iv) The period of his stay abroad including transit and travel for attending the '44th Session of ICESCO's Executive Council and the Second Consultative Meeting of the Secretaries General of National Commissions' will be treated as on duty and the period of staying in Saudi Arabia from 19-23 January 2024 as his earned (ex-Bangladesh) leave;
  - v) He will not be allowed to stay abroad more than the approved period.
2. This order is issued with the approval of the competent authority.

  
(Muhammad Delowar Hossain)  
Deputy Secretary  
Phone : 9546565  
[moe.trainingsection@gmail.com](mailto:moe.trainingsection@gmail.com)


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

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka;
02. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka;
03. Senior Secretary, Ministry of Foreign Affairs, Dhaka;

04. Additional Secretary (Admin & Finance), Secondary & Higher Education Division;
05. H.E. Ambassador, Embassy of the People's Republic of Bangladesh in Saudi Arabia;
06. H.E. Ambassador of the Kingdom of Saudi Arabia in Dhaka, Bangladesh;
07. Director General, Directorate of Immigration & Passport, Dhaka;
08. Director General (Consular), Ministry of Foreign Affairs, Dhaka;
09. PS to Minister, Ministry of Education, Bangladesh Secretariat, Dhaka;
10. Officer-in-Charge, UNESCO Dhaka office;
11. PS to Deputy Minister, Ministry of Education, Bangladesh Secretariat, Dhaka;
12. PS to Secretary, Secondary & Higher Education Division;
13. Director, Hazrat Shahjalal International Airport, Dhaka;
14. System Analyst, Secondary & Higher Education Division (With request to publish the GO at SHED website);
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
16. Accounts Officer, Secondary & Higher Education Division;
17. Office Copy.

  
19.12.2023  
(Muhammad Delowar Hossain)  
Deputy Secretary