

**Government of the People's Republic of Bangladesh**  
**Ministry of Foreign Affairs**  
**Administration Wing, Dhaka**  
**www.mofa.gov.bd**  
**FAX/ E-MAIL MESSAGE**

No. 19.00.0000.112.56.612.20/1112

Date: 11 November 2025

From : Assistant Secretary (P-II)  
Ministry of Foreign Affairs, Dhaka.

✓ To : Head of Chancery  
High Commission of Bangladesh, Bandar Seri Begawan.

Subject : Prior approval from the Ministry and DDO Authorization in favour of Mr. G M Hasan, Personal Officer of High Commission of Bangladesh, Bandar Seri Begawan.

*Respected Sir,*


Kindly refer to the Mission's fax No.BHC/Bru/G.Admin/PO/03/2025/327 dated 06 November 2025 regarding Mission's request for incurring the following expenditures in connection with the transfer order of Personal Officer, Mr. G M Hasan from Ministry of Foreign Affairs, Dhaka to High Commission of Bangladesh, Bandar Seri Begawan:

SI	Particulars	Amount in USD	Amount in BDT
a)	15 (Fifteen) days joining time DA for self and spouse due to unavailability of government accommodation @ USD 215.00x2x15	6,450.00	7,85,416.00
b)	Transfer Grant (1/4 <sup>th</sup> of Basic pay) BDT 16,760.00/4	34.00	4,190.00
Total:		6,484.00	7,89,606.00
Total: (Taka seven lac eighty nine thousand six hundred six only)			

02. The Ministry hereby accords its approval for spending an amount of US\$ 6,484.00 equivalent to BDT 7,89,606.00 (Taka seven lac eighty nine thousand six hundred six only) from the Ministry's budget head "1180101-120004700-3244102-Transfer Expenditure" for FY 2025-26 and DDO authorization in favour of the High Commission of Bangladesh, Bandar Seri Begawan.

03. This has been issued with approval of the competent authority.

*With Respectful Regards,*

  
12/11/2025  
(Rabita Binte Hannan)  
Assistant secretary (P-II)

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

01. Director General (Administration), Ministry of Foreign Affairs, Dhaka.
02. Director (Finance/Personnel), Ministry of Foreign Affairs, Dhaka.
03. Office Copy.