



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-58

Date: 05 February 2025

To

The Chief Accounts and Finance Officer  
CAG, PSC and Election Commission  
Segunbagicha, Dhaka

Subject: Visit to Canada and the United States of America (USA).

Dear Sir,

The undersigned is directed to convey the approval to the following employees of Bangladesh Election Commission to visit Bangladesh High Commission in Canada (Ottawa and Toronto) for installation of equipment/system and providing training to the staff members of the Mission relating to voter registration process and issuing National Identity Card (NID) under the terms and conditions mentioned below:

**Admin Team (Ottawa and Toronto)**

Sl.	Name and Designation	Office Address	Group Designation
1	Mr. K M Ali Newaz Additional Secretary	Election Commission Secretariat	Team Leader
2	Mr. Mohammad Azizur Rahman Siddiqui Brigadier General Project Director	IDEA Project (2nd Phase) Election Commission Secretariat	Senior Inspection Officer
3	Mr. Md. Abdul Momin Sarker Director (Registration and Expatriate Branch)	National Identity Registration Wing Election Commission Secretariat	Inspection Officer
4	Mr. Salahuddin Ahmad Deputy Secretary (C.C.) (Accounts)	Election Commission Secretariat	Inspection Officer
5	Mr. Mohammed Bedarul Islam Upazila Election Officer	Upazila Election Office, Lama, Bandarban	Assistant Officer

02. During this visit Mr. K M Ali Newaz, Additional Secretary will be accompanied by his spouse Mrs. Sabina Azad (passport no. A09200868), son Mr. Newaz Muhammad Nahian Khan (passport no. A17886547) and daughter Ms. Noorani Faiza Khan (passport no. A17886521). Additionally, Ms. Sharifa Akhter (passport no. A09061591) will accompany her spouse Mr. Md. Abdul Momin Sarker, who is a Director of Registration and Expatriate Branch.

03. The terms and conditions are mentioned below:

- The officers will stay in Canada for 7 (seven) days from 15 April 2025 to 21 April 2025, excluding travel time, or on a date nearby.
- Three officers (sl.no. 1-3) of the above team will leave Canada on 21 April 2025 or on a date nearby for visiting the Bangladesh Missions in the United States of America (USA) from 22 April 2025 to 28 April 2025 or 7 (seven) days from the date of leaving Canada. They will coordinate with Bangladesh Missions in USA for conducting voter registration and issuing National Identity Card to the expatriate Bangladeshi citizens and exchange views with the Bangladeshi community and officers related to these programs.
- They will leave Dhaka on 13 April 2025 or on a date nearby. The officers under sl. no. 4 and 5 will return to Dhaka on 23 April 2025 or on a date nearby and the officers under sl. no. 1-3 will return to Dhaka on 30 April 2025 or on a date nearby after visiting Canada and the USA.
- The period of this tour and time spent for travel and transit will be treated as on duty.
- They will draw their usual pay and allowances in local currency and no part of it should be drawn in foreign currency.

অফিসের ঠিকানাঃ

নির্বাচন ভবন, প্লট নং-ই-১৪/জেড, আগারগাঁও, ঢাকা-১২০৭

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ secretary@ecs.gov.bd ওয়েব এড্রেসঃ www.ecs.gov.bd

- f. All expenses of the admin team (sl. no. 1-5) regarding this visit will be borne by IDEA Project (Phase-2), Election Commission Secretariat.
- g. All expenses of Mrs. Sabina Azad, Mr. Newaz Muhammad Nahian Khan and Ms. Noorani Faiza Khan regarding this visit will be borne by Mr. K M Ali Newaz.
- h. Mr. Md. Abdul Momin Sarker will bear all the expenses of his spouse Ms. Sharifa Akhter.
- i. This is an official visit.

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

Sincerely

*MIB*  
09/03/25

(M. Mazharul Islam)  
Deputy Secretary (HRDW)  
Election Commission Secretariat  
Phone: +00-02-55007549  
Mobile: +8801712687090

No.17.00.0000.018.24.002.19-58

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

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Hon'ble Chief Adviser, Chief Adviser's Office, Tejgaon, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
03. Secretary, Public Security Division/Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
04. H.E. Ambassador, U.S. Embassy in Dhaka, Madani Avenue, Baridhara, Dhaka.
05. H.E. High Commissioner, High Commission of Canada in Bangladesh, United Nations Road, Baridhara, Dhaka.
06. H.E. Ambassador, The Embassy of Bangladesh, 3510 International Drive NW, Washington, DC 20008, U.S.A.
07. H.E. High Commissioner, High Commission for the People's Republic of Bangladesh, 350 Sparks Street, Suite # 1100, Ottawa, ON K1R 7S8, Canada.
08. Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.
09. Director General, Department of Immigration and Passports, Dhaka.
10. Director General, National Identity Registration Wing, Election Commission Secretariat, Dhaka.
11. Joint Secretary (All), Election Commission Secretariat, Dhaka.
12. Project Director (PD), IDEA Project (Phase-II)
13. Director General, Electoral Institute, Dhaka.
14. System Manager (All) Election Commission Secretariat, Dhaka (with request to publish this government order in Election Commission Secretariat website and update PDS).
15. Regional Election Officer (All),.....Region, Election Commission Secretariat, Dhaka.
16. Deputy Secretary (All)/Director (All)/Deputy Chief, Election Commission Secretariat, Dhaka.
17. Director, Hazrat Shahjalal International Airport, Dhaka. (Attention: Chief Security Officer).
18. Private Secretary to the Hon'ble Chief Election Commissioner (For kind information of the Chief Election Commissioner).
- 19-22. Private Secretary to the Hon'ble Election Commissioners (For kind information of the Election Commissioners).
23. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).
24. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
25. Office copy.

*N. 3. 25*

Syed Golam Rashed  
Assistant Secretary  
Election Commission Secretariat