



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-59

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) for 15 (fifteen) days from 07 April 2025 to 21 April 2025, excluding travel time, or on a date nearby under the terms and conditions mentioned below:

**Technical Team-01 (Ottawa)**

Sl.	Name and Designation	Office Address	Group Designation
1	Mr. Mohammad Manir Hossain Deputy Secretary Election Operations-2 Branch	Election Commission Secretariat	Team Leader
2	Mr. Mamunur Hossen System Analyst	Election Commission Secretariat	Training Officer
3	Mr. Md. Salim Ul Alam Programmer	National Identity Registration Wing Election Commission Secretariat	Technical Officer
4	Mr. Md. Shums Sumon Assistant Maintenance Engineer	IDEA Project (2nd Phase) Election Commission Secretariat	Technical Officer
5	Kazi Mohammad Majedul Haque Data Entry Operator	National Identity Registration Wing Election Commission Secretariat	Data Entry Operator
6	Mr. Md. Al-Amin Office Assistant cum Computer Typist	Election Commission Secretariat	Data Entry Operator

**Technical Team-02 (Toronto)**

Sl.	Name and Designation	Office Address	Group Designation
1	Mr. Mohammad Fazlur Rahman District Election Officer	Senior District Election Office, Dhaka	Training Officer
2	Mr. Mohammed Shohag Maintenance Engineer	National Identity Registration Wing Election Commission Secretariat	Technical Officer
3	Ms. Hasina Begum Assistant Programmer	IDEA Project (2nd Phase) Election Commission Secretariat	Technical Officer
4	Mr. Sahabuddin Haq Office Assistant cum Computer Typist	National Identity Registration Wing Election Commission Secretariat	Data Entry Operator
5	Mr. Md. Emdadul Hossain Data Entry Operator	IDEA Project (2nd Phase) Election Commission Secretariat	Data Entry Operator

Note: Mr. Mohammad Manir Hossain will also be the team leader of Technical Team-02.

02. During this visit Mr. Mamunur Hossen, System Analyst will be accompanied by his daughter Ms. Maysha Islam Mahi (Passport No- A09219014). Mr. Mamunur Hossen will bear all the expenses of his daughter.

03. The terms and conditions are mentioned below:

- The team will leave Dhaka on 05 April 2025 or on a date nearby.
- Mr. Mohammad Manir Hossain will accompany the Admin Team for Canada (GO attached) for the visit to the United States of America (USA) from 22 April 2025 to 28 April 2025 or for 7

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

(seven) days from the date of leaving Canada with Admin Team for Canada and shall return Dhaka with the team accordingly.

- c. Member of the Technical Team-01 and Technical Team-02 for Canada will return to Dhaka on 23 April 2025 or on a date nearby.
- d. The period of this tour and time spent for travel and transit will be treated as on duty.
- e. They will draw their usual pay and allowances in local currency and no part of it should be drawn in foreign currency.
- f. All expenses of both the technical teams in Canada regarding this visit will be borne by IDEA Project (Phase-2), Election Commission Secretariat.
- g. All expenses of Mr. Mohammad Manir Hossain regarding his visit to the USA will be borne by himself and the period he could stay in the USA will be treated as earned leave.
- h. This is an official visit.

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

Sincerely




(M. Mazharul Islam)  
Deputy Secretary (HRDW)  
Election Commission Secretariat  
Phone: +00-02-55007549  
Mobile: +8801712687090  
email: [ds.hrdw.bec@gmail.com](mailto:ds.hrdw.bec@gmail.com)

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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. Project Director (PD), IDEA Project (Phase-II)
12. System Manager (All) Election Commission Secretariat, Dhaka (with request to publish this government order in Election Commission Secretariat website and update PDS).
13. Director, Hazrat Shahjalal International Airport, Dhaka. (Attention: Chief Security Officer).
14. Private Secretary to the Hon'ble Chief Election Commissioner (For kind information of the Chief Election Commissioner).
- 15-18. Private Secretary to the Hon'ble Election Commissioners (For kind information of the Election Commissioners).
19. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).



Syed Golam Rashed  
Assistant Secretary  
Election Commission Secretariat