



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-108

Date: 07 March 2024

To

The Chief Accounts and Finance Officer  
C&AG, PSC and Election Commission Secretariat (3<sup>rd</sup> phase)  
Segunbagicha, Dhaka.

Subject: Visit to Malaysia.

Dear Sir,

The under signed is directed to convey the approval of Bangladesh Election Commission to the following officers/Staff to visit Malaysia to conduct and provide hands-on training to officers/operators, set-up equipment, establish data connectivity coordinating with the respective Embassies on the occasion of national identity card issuing program through the Embassy of Bangladesh in Malaysia. The team will stay there from 23 June 2024 to 07 July 2024 or 15 (fifteen) days from the date of commencement of leave under following terms and conditions:

**Technical Team**

Sl	Name and Designation	Office Address	Group Designation
1	Squadron Leader Md. Zakaria Mahbub Deputy Project Director (Communication) IDEA Project (Phase-2)	National Identity Registration Wing, Election Commission Secretariat	Team Leader
2	Mosa Mahafuza Akter Deputy Director (cc)	National Identity Registration Wing, Election Commission Secretariat	Training Officer
3	Aminul Islam Assistant Programmer	National Identity Registration Wing Election Commission Secretariat	Technical Officer
4	Md Atiqur Rahman Khan Assistant Programmer IDEA Project (Phase-2)	Election Commission Secretariat	Technical Officer
5	Rokhsana Khatun Senior Data Entry Operator IDEA Project (Phase-2)	Election Commission Secretariat	Senior Data Entry Operator
6	Amena Khatun Data Entry Operator IDEA Project (Phase-2)	Election Commission Secretariat	Data Entry Operator

02. The terms and conditions are mentioned below:

- The officers/Staff will leave Dhaka on 22 June 2024 or on an approximate date and return to Dhaka on 08 July 2024 or an approximate date.
- 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.
- All expenses regarding this visit will be borne by IDEA Project (phase-2), Election Commission Secretariat.
- This is an official visit.


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

Sincerely

(Mohammad Nurul Alam)  
Deputy Secretary (HRDW)  
Election Commission Secretariat  
Phone: +00-02-55007549  
Mobile: +8801824715756  
email: ds.hrdw.bec@gmail.com

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 Prime Minister, Prime Minister's Office, Tejgaon, Dhaka.
02. Senior 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. High Commissioner of Bangladesh, Kuala Lumpur, Malaysia.
05. H.E. High Commissioner of Malaysia in Bangladesh, House no.19, road no-6, Dhaka-1230.
06. Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.
07. Director General, National Identity Registration Wing, Election Commission Secretariat, Dhaka.
08. Joint Secretary (All), Election Commission Secretariat, Dhaka.
09. Project Director (PD), IDEA Project (Phase-II)
10. Director General, Department of Immigration and Passports, Dhaka.
11. Director General, Election Training Institute, Dhaka.
12. System Manager (All) Election Commission Secretariat, Dhaka (with request to publish these notifications in Election Commission Secretariat website and update PDS).
13. Regional Election Officer (All),.....Region, Election Commission Secretariat, Dhaka.
14. Deputy Secretary (All)/Director (All), Deputy Chief, Election Commission Secretariat, Dhaka.
15. Director, Hazrat Shahjalal International Airport, Dhaka. (Attention: Chief Security Officer).
16. Private Secretary to the Hon'ble Chief Election Commissioner (For kind information of the Chief Election Commissioner).
- 17-20. Private Secretary to the Hon'ble Election Commissioners (For kind information of the Election Commissioners).
21. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).
22. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
23. Office copy.

  
13.6.24

Syed Golam Rashed  
Assistant Secretary  
Election Commission Secretariat