



Bangladesh Election Commission
Election Commission Secretariat

No.17.00.0000.018.24.002.19-290

Date: 24 September 2023

To

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

Subject: Visit to Italy.

Dear Sir,


The under signed is directed to convey the approval of Bangladesh Election Commission to the following officers/Staff to visit Italy 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 Italy. The team will stay there during 11-25 October 2023 or from the date of commencement of leave under following terms and conditions:

Technical team

SI#	Name and Designation	Office Address
1	Akhtaruzzaman System Analyst	National Identity Registration Wing, Election Commission Secretariat
2	Farzana Rahman Assistance director	National Identity Registration Wing, Election Commission Secretariat
3	Arafat Ara Deputy director (cc)	National Identity Registration Wing, Election Commission Secretariat
4	Shifat Jahan Programmer	National Identity Registration Wing, Election Commission Secretariat
5	Md. Shahabuddin Assistant Programmer Idea Project (Phase-2)	Election Commission Secretariat
6	Jahanara Akhter Assistant Programmer Idea Project (Phase-2)	Election Commission Secretariat
7	Md. Saiful Islam Assistant Programmer Idea Project (Phase-2)	Election Commission Secretariat
8	Fatema akther Office Assistance Cum-Computer Typist	National Identity Registration Wing, Election Commission Secretariat
9	Mominul Islam Data Entry Operator Idea Project (Phase-2)	Election Commission Secretariat
10	Mahbubur Rahman Data Entry Operator Idea Project (Phase-2)	Election Commission Secretariat
11	Md. Tohidul Islam Data Entry Operator Idea Project (Phase-2)	Election Commission Secretariat

02. The terms and conditions are mentioned below:
- The officers/Staff will leave Dhaka on 10 October 2023 or on an approximate date and return Dhaka on 26 October 2023 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
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Email: 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 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 Embassy of the Republic of Italy, House # 2 & 3, Road # 74/79, Gulshan Model Town, Dhaka.
- 05 III Ambassador of Bangladesh, Embassy of the People's Republic of Bangladesh, Rome, Italy.
- 06 Chairman, Civil Aviation Authority of Bangladesh Kurmitola, Dhaka.
- 07 Director General (Grade-1), National Identity Wing, Election Commission Secretariat, Dhaka.
- 08 Joint Secretary (All), Election Commission Secretariat, Dhaka.
- 09 Director General, Department of Immigration and Passports, Dhaka.
- 10 Director General, Election Training Institute, Dhaka.
- 11 System Manager (All) Election Commission Secretariat, Dhaka. (with request to publish these notifications in Election Commission Secretariat website and update PDS.
- 12 Regional Election Officer (All),.....Region, Election Commission Secretariat, Dhaka.
13. Deputy Secretariat (All)/Director(All).Deputy Chief, Election Commission Secretariat, Dhaka.
14. Director, Hazrat Shahjalal International Airport Dhaka. (Attention: Chief Security Officer)
15. Privet Secretary to the Chief Election Commissioner (For kind information of the Hon'ble Chief Election Commissioner.)
- 16-19. Privet Secretary to the Hon'ble Election Commissioner's (For kind information of the Election Commissioner.)
20. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).
21. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
22. Office copy.


Mohammad Nurul Hasan Bhuiyan
Senior Assistant Secretary
Election Commission Secretariat