



Bangladesh Election Commission  
Election Commission Secretariat

No 17.00 0000.018.24.002.19-301

Date: 02 October, 2023

To

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

Subject: Pre-Shipment Inspection (PSI) for Firewall, Router, Switch, Server, Network Device, Security System and related equipment for ECS at Malaysia.

Dear Sir,

The undersigned is directed to convey the approval of the Bangladesh Election Commission Secretariat to the nominated 04 Members delegation for Pre-Shipment Inspection (PSI) for Firewall, Router, Switch, Server, Network, Device, Security System and related equipment for ECS at Malaysia organized by Computer Services Ltd (CSL) from 04 October 2023 to 07 October 2023.

02. Terms and conditions are mentioned below:

- a. they will leave Dhaka on 04 October 2023 or an approximate date and will return to Dhaka on 07 October 2023 or an approximate date;
- b. the period of this visit and time spent for travel and transit will be treated as on duty;
- c. the entire cost of the Pre-Shipment Inspection (PSI) programme will be borne by the Computer Services Ltd (CSL), supplier of "Firewall, Router, Switch, Server, Network Device, Security System and related equipment";
- d. the team will carry out inspection of all the equipment's and scrutinize the specifications, quality, service ability, date of manufacture, quantity and certifications as per tender documents;
- e. the team will take note of serial numbers of all the inspected item and confirm the same is received after shipment;
- f. they will submit a report within seven days after returning from Malaysia.

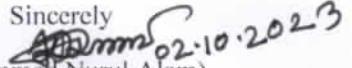
List of Delegation

SL	Name and Designation	Office Address
1.	Md Moniruzzaman Talukder Joint Secretary	Administration and Finance Wing, Election Commission Secretariat
2.	Muhammad Tazul Islam, Director	Budget, Accounts and General Services Branch, Election Commission Secretariat
3.	Mamunur Hossen System Analyst	Data Management Branch, Election Commission Secretariat
4.	Md. Ikbal Zavid Maintenance Engineer	ICT system support Branch, Election Commission Secretariat

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


04. This is an official visit.

Sincerely

  
(Mohammed Nurul Alam)  
Deputy Secretary (HRDW)  
Phone: +88-02-55007549  
Mobile +88018247151756  
email:ds.hrdw.bec@gmail.com

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/ Principal Secretary to the Hon'ble Prime Minister, Prime Minister's Office, Tejgaon, Dhaka
2. Senior Secretary, Public Administration, Bangladesh Secretariat, Dhaka
3. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
4. Secretary, Election Commission Secretariat, Dhaka
5. Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
6. H.E the High Commissioner of Malaysia, House no-90, Road-06, Baridhara Diplomatic Enclave, Dhaka-1230.
7. H.E the High Commissioner of the People's Republic of Bangladesh in Malaysia, No. 5B & 5C (Lot No. 9 & 10), Jalan Sultan Yahya Petra, 54100 Kuala Lumpur, Malaysia.
8. Chairman. Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka
9. Director General (Grade-1), National Identity Registration Wing, Election Commission Secretariat, Dhaka
10. Director General, Department of Immigration and Passports, Dhaka.
11. Joint Secretary (All), Election Commission Secretariat, Dhaka
12. Project Director, IDEA (2<sup>nd</sup> Phase) Project, Election Commission Secretariat, Dhaka
13. Director General, Electoral Training Institute, Dhaka
14. System Manager (All), Election Commission Secretariat, Dhaka
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 Chief Election Commissioner, (For kind information of the Hon'ble Chief Election Commissioner)
19. Private Secretary to the Hon'ble Election Commissioner, Mr Md Ahsan Habib Khan (For kind information of the Election Commissioner)
20. Private Secretary to the Hon'ble Election Commissioner, Ms. Rashida Sultana (For kind information of the Election Commissioner)
21. Private Secretary to the Hon'ble Election Commissioner, Mr. Md. Alamgir (For kind information of the Election Commissioner)
22. Private Secretary to the Hon'ble Election Commissioner, Mr. Md. Anisur Rahman (For kind information of the Election Commissioner)
23. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary)
24. Managing Director, Computer Service Ltd, 12B Ataturk Tower, 22 Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh
25. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary)

  
02.10.23

(Md. Ilias Kamal Risat)  
Assistant Secretary  
Election Commission Secretariat