



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.010.25.011.22-26

Dated: 28 January 2024

To

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

**Subject: Visit to Russian Federation.**

Dear Sir,

I am directed to convey that the following delegation headed by the Hon'ble Chief Election Commissioner Kazi Habibul Awal & his private Secretary Mr. Md Riaz Uddin will visit Russian Federation to observe the election of the President of Russian Federation and attend the "Electoral Sovereignty and International Standards" conference from 14-18 March 2024 under the following terms and conditions:

Sl	Name & Designation	Remarks
01	Kazi Habibul Awal Hon'ble Chief Election Commissioner Bangladesh Election Commission	Leader of the Delegation
02	Mr. Md Riaz Uddin Private Secretary to the Hon'ble Chief Election commissioner Election Commission Secretariat	Member of the Delegation

- They will start their journey for Russia on a convenient day near to 12 March 2024 and will return to Dhaka on 19 March 2024;
  - The period of this tour and time spent for travel and transit will be treated as on duty;
  - They will draw their pay and allowances in local currency and no part of it should be drawn in foreign currency;
  - The host part will provide 05 night hotel accommodation and local hospitality for 02 participants while the Bangladesh Election Commission will bear the cost of international airfare and other incidental expenses;
  - This is an official visit.
02. This order is issued with the approval of the competent authority.

Sincerely,

*Shah Alam*  
28-01-24

(Md. Shah Alam)  
Deputy Secretary  
Phone: +88-02-55007528

Email: [alam\\_ecs@yahoo.com](mailto:alam_ecs@yahoo.com)

P.T.O

অফিসের ঠিকানাঃ

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

যোগাযোগঃ

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ই-মেইলঃ [secretary@ecs.gov.bd](mailto:secretary@ecs.gov.bd) ওয়েব এড্রেসঃ [www.ecs.gov.bd](http://www.ecs.gov.bd)

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, Ministry of Foreign Affairs, Segun Bagicha, Dhaka
3. Secretary, Public Division, Office of the Hon'ble President, Bangabhaban, Dhaka
4. Secretary, Ministry of Civil Aviation and Tourism, Bangladesh Secretariat, Dhaka
5. Additional Inspector General of Police, Special Branch, Dhaka.
6. H.E. the High Commissioner of the People's Republic of Bangladesh in Russian Federation , Zemledelchesky Pereulok 6, 119121 Moscow, Russia.
7. H.E. the High Commissioner of Russian Federation in Bangladesh, House NE (J, 9 Rd No 79, Dhaka 1212, Bangladesh.
8. Chairman, Civil Aviation Authority, Headquarter, Kurmitola, Dhaka-1229, Bangladesh
9. Director General (Grade-1), NID Wing, Election Commission Secretariat, Dhaka.
10. Additional Secretary, Election Commission Secretariat, Dhaka.
11. Police Commissioner, Dhaka Metropolitan Police, Dhaka.
12. Joint Secretary (All), Election Commission Secretariat, Dhaka.
13. Director General (East Europe and CIS), Ministry of Foreign Affairs, Segun Bagicha, Dhaka.
14. System Manager, Election Commission Secretariat, Dhaka. (To publish in the website)
15. Deputy Secretary (All), Election Commission Secretariat, Dhaka.
16. Deputy Commissioner (Protection), Dhaka Metropolitan Police, Dhaka.
17. Director, Hazrat Shah Jalal International Airport, Dhaka
18. Chief Security Officer, Hazrat Shah Jalal International Airport, Dhaka
19. Private Secretary to the Hon'ble Chief Election Commissioner (For kind information of the Hon'ble Chief Election Commissioner)
20. Private Secretary to the Hon'ble Election Commissioners (For kind information of the Hon'ble Election Commissioners)
21. Private Secretary to the Secretary, Election Commission Secretariat, (For kind information of the Secretary)
22. Protocol Officer, Election Commission Secretariat, Dhaka.
23. Office copy.

  
(Afroja Parvin)  
Assistant Secretary  
Email:sas\_estbl2@ecs.gov.bd