



বাংলাদেশ নির্বাচন কমিশন
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-187

Date: 19 June 2025

To

The Chief Accounts and Finance Officer
CAG, PSC and Election Commission
Segunbagicha, Dhaka

Subject: **Visit to Japan.**

Dear Sir,

The undersigned is directed to convey the approval favoring **Mr. Akhtar Ahmed, Senior Secretary, Election Commission Secretariat (Passport Number: A00304185)** for his visit to Japan to oversee and supervise the installation of equipment/systems and to ensure the provision of training to the staff members of the Embassy of the People's Republic of Bangladesh in Tokyo for **3 (three) working days on 19-21 August 2025**. The visit relates to voter registration process and issuance of National Identity Cards (NID).

02. The following terms and conditions shall apply:

- The official will stay in Japan for the approved period mentioned above, excluding travel time, or for any nearby dates as required.
- He will depart from Dhaka on 17 August 2025 or on a nearby date and return on 23 August 2025 or on a date nearby.
- The entire period of this tour and time spent for traveling and transit will be treated as on duty.
- The official will draw his pay and allowances in local currency only.
- 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

(M. Mazharul Islam)
Deputy Secretary (HRDW)
Election Commission Secretariat
Phone: +00-02-55007549
Mobile: +8801712687090

No.17.00.0000.018.24.002.19-187

Date: 19 June 2025

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, Japan Embassy in Dhaka, Plot # 5 & 7, Dutabash Road, Baridhara, Dhaka-1212, Bangladesh.

05. H.E. Ambassador, The Embassy of Bangladesh, 3-29, Kioicho, Chiyoda-ku Tokyo 102-0094, Japan.
06. Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.
07. Director General, Department of Immigration and Passports, Dhaka.
08. Director General. National Identity Registration Wing, Election Commission Secretariat, Dhaka.
09. Joint Secretary (All), Election Commission Secretariat, Dhaka.
10. Project Director (PD), IDEA Project (Phase-II)
11. Director General, Electoral Institute, Dhaka.
12. System Manager (All) Election Commission Secretariat, Dhaka (with request to publish this government order 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 Senior Secretary, Election Commission Secretariat, Dhaka (For kind information of the Senior Secretary).
22. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
23. Office copy.


30.7.25
Syed Golam Rashed
Assistant Secretary
Election Commission Secretariat