



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-313

Date: 25 August 2025

To

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

Subject: **Visit to the USA (Admin Team).**

Dear Sir,

The undersigned is directed to convey the approval favoring the following employees of Bangladesh Election Commission, as members of the '**Admin Team**', for their visit to the United States to oversee and supervise the installation of equipment/systems and to ensure the provision of training to the staff members of four diplomatic missions of the People's Republic of Bangladesh in the United States, including the embassy in Washington, D.C., and consulates in New York City, Miami, and Los Angeles, for the period specified below. The visit relates to voter registration process and issuance of National Identity Cards (NID).

**Admin Team (New York and Washington, D.C)**

Sl.	Name and Designation	Office Address	Group Designation	Passport Number	Duration of Stay
1.	Mr. Akhtar Ahmed Senior Secretary	Election Commission Secretariat, Dhaka	Team Leader	A00304185	<b>21-27 September 2025, total 7 working days</b>
2.	Mr. Mohammad Mustafa Hassan Deputy Chief	Election Commission Secretariat, Dhaka	Inspection Officer	BG0032858	

**Admin Team (Miami and Los Angeles)**

Sl.	Name and Designation	Office Address	Group Designation	Passport Number	Duration of Stay
1.	Mr. A S M Humayun Kabir Director General	NID Wing Election Commission Secretariat, Dhaka	Team Leader	E00139215	<b>21-27 September 2025, total 7 working days</b>
2.	Mr. Md Saiful Islam Director (Operation)	NID Wing Election Commission Secretariat, Dhaka	Inspection Officer	E00268687	

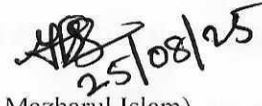
02. The following terms and conditions shall apply:

- The employees will stay in the USA for the approved period mentioned above, excluding travel time, or for any nearby dates as required.
- The dates and duration of these teams' stay in the USA may be subject to change due to factors such as visa processing, equipment shipment, network setup, public IP allocation, and other logistical considerations.
- The employees will depart from Dhaka on 19 September 2025 or on a nearby date and will return on 29 September 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 employees will draw their pay and allowances in local currency only.

*Handwritten signature/initials*

- f. All expenses regarding this visit will be borne by IDEA Project (Phase-2), Election Commission Secretariat.
- g. This is an official visit.
03. This order is issued with the approval of the competent authority.

Sincerely

  
25/08/25

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

No.17.00.0000.018.24.002.19-313

Date: 25 August 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, U.S. Embassy in Dhaka, Madani Avenue, Baridhara, Dhaka.
05. H.E. Ambassador, The Embassy of Bangladesh, 3510 International Drive NW, Washington, DC 20008, U.S.A.
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 Hon'ble Senior Secretary, Election Commission Secretariat, Dhaka (For kind information of the Senior Secretary).
22. Personal Officer to the Hon'ble Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
23. Office copy.

  
25.8.25  
Syed Golam Rashed  
Assistant Secretary