



বাংলাদেশ নির্বাচন কমিশন
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-435

Date: 23 February 2025

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

Subject: Visit to Sri Lanka.

Dear Sir,

The undersigned is directed to convey the approval of Bangladesh Election Commission to the following officers to visit Sri Lanka to attend the Commonwealth Election Professionals (CEP) Initiative's Asia Region Training Event to be held from 5 May 2025 to 9 May 2025 in Colombo, Sri Lanka.

SI	Name and Designation	Office Address
1	Mr. S M Asaduzzaman Director General	Electoral Training Institute, Dhaka
2	Ms. Farzana Akhter Senior Maintenance Engineer (ICT Operations)	Election Commission Secretariat, Dhaka
3	Ms. Roshown Ara Begum Private Secretary to the Hon'ble Election Commissioner Begum Tahmida Ahmad	Election Commission Secretariat, Dhaka

02. The terms and conditions are as follows:

- As per the invitation, participants must be available from 3-10 May 2025 in Colombo.
- The attendees will begin their journey for Sri Lanka on a convenient date near to 2 May 2025 and will return to Dhaka on 11 May 2025 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 pay and allowances in local currency and no part of it should be drawn in foreign currency.
- The International airfare to/from Sri Lanka and all other expenses (hotel accommodation, meal allowance, etc.) regarding this visit will be borne by the Commonwealth 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
email: ds.hrdw.bec@gmail.com

অফিসের ঠিকানাঃ

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

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ secretary@ecs.gov.bd ওয়েব এড্রেসঃ www.ecs.gov.bd

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. High Commissioner, High Commission of Democratic Socialist Republic of Sri Lanka, House No.10, Road No.62, Gulshan-2, Dhaka 1212
05. H.E. High Commissioner, Bangladesh High Commission, No. 3, Srimath R.G. Senanayake Mawatha, Colombo-07, Sri Lanka.
06. Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.
07. Director General, Department of Immigration and Passports, Dhaka.
08. System Manager (ICT), Election Commission Secretariat, Dhaka (with request to publish these notifications in Election Commission Secretariat website and update PDS).
09. Director, Hazrat Shahjalal International Airport, Dhaka. (Attention: Chief Security Officer).
10. Private Secretary to the Hon'ble Chief Election Commissioner (For kind information of the Chief Election Commissioner).
- 11-14. Private Secretary to the Hon'ble Election Commissioners (For kind information of the Election Commissioners).
15. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).
16. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
17. Personal Officer to the Joint Secretary, Election Commission Secretariat, Dhaka (For kind information of the Joint Secretary).
18. Office copy.



Syed Golam Rashed
Assistant Secretary
Election Commission Secretariat