



বাংলাদেশ নির্বাচন কমিশন
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.002.19-188

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 the following employees of Bangladesh Election Commission, as members of the **'Technical Team'**, for their visit to Japan for the installation of equipment/systems and to provide training to the staff members of the Embassy of the People's Republic of Bangladesh in Tokyo, for the period specified below. The visit relates to voter registration process and issuance of National Identity Cards (NID).

Sl.	Name and Designation	Office Address	Passport Number	Duration of Stay
1.	Mr. Md Ikbal Zavid Maintenance Engineer (ICT System Support)	Election Commission Secretariat	E00153314	10-21 August 2025, total 10 working days
2.	Mr. Aminul Islam Programmer	National Identity Registration Wing Election Commission Secretariat	E00006167	
3.	Mr. Md Abu Taleb Data Entry Operator	Regional Election Office, Rajshahi	A15718291	
4.	Mr. Ohiduzzaman Munshi Senior District Election Officer	Senior District Election Office, Barisal	E00264446	17-21 August 2025, total 05 working days

02. The following terms and conditions shall apply:

- The employees will stay in Japan for the approved period mentioned above, excluding travel time, or for any nearby dates as required.
- Employees listed under serial numbers 1-3 will depart from Dhaka on 08 August 2025 or on a nearby date and the employee listed under serial number 4 will leave Dhaka on 15 August 2025 or on a date nearby. All the employees will return on 23 August 2025 or on a nearby date.
- 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.
- 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

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