

(To be replaced with the same date and memo number)
Government of the People's Republic of Bangladesh
Ministry of Expatriates' Welfare & Overseas Employment
Probashi Kallyan Bhaban
71-72, Old Elephant Road, Eskaton Garden, Ramna, Dhaka-1000.
Administration Section
www.probashi.gov.bd

Date: 26-6-2016

No. 49.001.025.00.00.005.2016-581

From: Ameer Abdullah Mohd Manzurul Karim
Senior Assistant Secretary

To: Chief Accounts Officer
Ministry of Expatriates' Welfare & Overseas Employment/ Ministry Home Affairs/ Prime Minister Office/
Wage Earners' Welfare Board.

Sub : Visit of the Inter-Ministerial delegates to Saudi Arab (Riyadh & Jeddah) from 26-29 July, 2016.

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh to the following delegates headed by Mr. Javed Ahmed, Additional Secretary, Ministry of Expatriates' Welfare & Overseas Employment to visit the labour wing of Ministry of Expatriates' Welfare & Overseas Employment of Bangladesh Embassy in Riyadh and Jeddah of the Kingdom of Saudi Arabia from 26-29 July, 2016 (excluding transit period) or nearest suitable time under the following terms and conditions:

1	Mr. Javed Ahmed Additional Secretary, Ministry of Expatriates' Welfare & Overseas Employment.	Team Leader
2	Mr. Md. Hedayet Ullah Chowdhury Additional Secretary, Ministry of Home Affairs.	Member
3	Begum Nasreen Afroz Director, Prime Minister Office.	Member
4	Mr. Md. Tazul Islam Director, Bureau of Manpower Employment & Training.	Member
5	Nurun Akhtar Director, Wage Earners' Welfare Board.	Member

02. Terms and conditions:

- (a) The period of visit including transit will be treated as on duty.
- (b) They will draw their usual pay and allowances from Bangladesh in local currency.
- (c) All expenses regarding this visit of the officials will be borne from the budget of their concerned Ministry.
- (d) On return from abroad they will report to their place of posting and submit a report on the activities of this inspection within 15 days.

03. Nurun Akhtar, Director, Wage Eaners' Welfare Board will be accompanied by her husband Md Mahmudul Hasan, son- Shadman Mahmud and daughter- Simran Mahmud. Their expenses will be borne by themselves.

04. This order is issued with the approval of competent authority.

Ameer
24.07.16
(Ameer Abdullah Mohd Manzurul Karim)
Senior Assistant Secretary (Admin)
Mobile:+8801712703999
Phone: 9349314
Fax : 9330766
Email-sascoordination@probashi.gov.bd

Copy forwarded for kind information and necessary action to (Not according to seniority):

- 01 Senior Secretary, Ministry of Public Administration, Dhaka.
- 02 Senior Secretary, Ministry of Home Affairs, Dhaka.
- 03 Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- 04 H.E High Ambassador, Bangladesh Embassy, Riyadh/Jeddah, Saudi Arabia.
- 05 Director General (Consular & Welfare), Ministry of Foreign Affairs.
(He is requested to issue Note Verbale for visa in favor of concerned officers)
- 06 Mr. Jabeed Ahmed, Additional Secretary, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
- 07 Mr. Md. Hedayet Ullah Chowdhury, Ministry of Home Affairs, Dhaka.
- 08 Director General, Bureau of Manpower Employment & Training/ Wage Earners' Welfare Board.
- 09 Director General, Department of Immigration and Passport, Agargaon, Dhaka.
- 10 Begum Nasreen Afroz, Director, Prime Minister Office, Dhaka.
- 11 PS to the Hon'ble Minister, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
- 12 PS to Secretary, Ministry of Expatriates' Welfare, & Overseas Employment, Dhaka.
- 13 Mr. Md. Tazul Islam, Director, Bureau of Manpower Employment & Training, Dhaka.
- 14 Nurun Akhtar, Director, Wage Earners' Welfare Board, Dhaka.
- 15 Director, Hazrat Shahjalal International Airport, Dhaka.
- 16 Counsellor /First Secretary, (Labour), Bangladesh Embassy, Riyadh/Jeddah, Saudi Arabia.
- 17 Officer in Charge, Welfare Desk, Hazrat Shahjalal International Airport, Dhaka.
- 18 Assistant Programmer, Ministry of Expatriates' Welfare & Overseas Employment (Requested to upload it in the Ministry's Website)
- 19 P.O to Additional Secretary (Admin/Mission), Ministry of Expatriates' Welfare & Overseas Employment.
- 20 Office Copy.

Ameer
24.07.16
(Ameer Abdullah Mohd Manzurul Karim)
Senior Assistant Secretary