

(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

No. 49.00.0000.041.25.006.16.1087

Date: 06-11-2016

From: Amir Abdullah Mohd Manzurul Karim
Senior Assistant Secretary

To: Chief Accounts Officer
Ministry of Expatriates' Welfare & Overseas Employment.

Sub : Visit the delegates of Ministry of Expatriates' Welfare & Overseas Employment to Saudi Arabia (Riyadh & Jeddah) from 06-12-2016 to 10-12-2016.

The undersigned is directed to convey the Government's sanction to the following officials to visit the labour wing of Ministry of Expatriates' Welfare & Overseas Employment of Embassy/Consulate General of the People's Republic of Bangladesh in Saudi Arabia (Riyadh & Jeddah) from 06-12-2016 to 10-12-2016 (excluding travel time) or nearest possible time under the following terms and conditions:

1.	Muzaffar Ahmed Joint Secretary, Ministry of Expatriates' Welfare & Overseas Employment.	Team Leader
2.	A K M Tipu Sultan, Director (Deputy Secretary), Bureau of Manpower Employment & Training.	Member
3.	Mr. Md Masud Rana Senior Statistical Officer, Bureau of Manpower Employment & Training.	Member
4.	Mr. Mohammad Sazzad Hossain Sarker Deputy Director, Bureau of Manpower Employment & Training.	Member
5.	Mr. Mohammad Mohashin Statistical Officer, Bureau of Manpower Employment and Training.	Member
6.	A K M Nij Morshed P.O to the Hon'ble Minister, Ministry of Expatriates' Welfare & Overseas Employment.	Member

02. Terms and conditions:

- The period of visit including transit will be treated as on duty.
- They will draw their usual pay and allowances from Bangladesh in local currency.
- All expenses regarding this visit of the officials will be borne from the budget of Ministry of Expatriates' Welfare & Overseas Employment/ Bureau of Manpower Employment & Training (BMET).
- 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. This order is issued with the approval of competent authority.


(Amir Abdullah Mohd Manzurul Karim)
Senior Assistant Secretary (Admin)
Mobile:+8801712703999
Phone: 9349314

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

- 01 Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
- 02 Senior Secretary, Ministry of Public Administration, Dhaka.
- 03 Senior Secretary, Ministry of Home Affairs, Dhaka.
- 04 Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
- 05 H.E Ambassador/Consul General, Embassy/Consulate General of the People's Republic of Bangladesh, Riyadh/ Jeddah, Saudi Arabia.
- 06 Director General (Consular & Welfare), Ministry of Foreign Affairs.
(He is requested to issue Note Verbale for visa in favor of concerned officers)
- 07 Director General, Department of Immigration & Passport, Agargaon, Dhaka.
- 08 Muzaffar Ahmed, Joint Secretary, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
- 09 Director, Hazrat Shahjalal International Airport, Dhaka.
- 10 PS to the Hon'ble Minister, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
- 11 PS to Secretary, Ministry of Expatriates' Welfare, & Overseas Employment.
- 12 Counsellor (Labour), Embassy/ Consulate General of the People's Republic of Bangladesh, Riyadh/Jeddah, Saudi Arabia.
- 13 Officer in Charge, Welfare Desk, Hazrat Shahjalal International Airport, Dhaka.
- 14 Assistant Programmer, Ministry of Expatriates' Welfare & Overseas Employment
(Requested to upload it in the Ministry's Website)
- 15 P.O to Additional Secretary (Admin/Mission), Ministry of Expatriates' Welfare & Overseas Employment.
- 16 Office Copy.



(Amir Abdullah Mohd Manzurul Karim)
Senior Assistant Secretary