

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.49.00.0000.015.31.132.15.999

Date: 16-09-2018

Government Order

The undersigned is directed to convey the Government's approval in favour of the following officials of the Ministry of Expatriates' Welfare & Overseas Employment to visit Singapore and Malaysia in order to complete internal auditing and to observe financial discipline of Labor Wing of Bangladesh High Commissions in Singapore and Malaysia respectively from 8-13 October 2018 or nearest possible time (excluding travel time):


1	Mr. Muzaffar Ahmed, Joint Secretary Ministry of Expatriates' Welfare and Overseas Employment.	Team Leader
2	Mr. Dilip Kumar Roy, Assistant Director Bureau of Manpower, Employment & Training.	Member
3	Mr. Md. Kamal Uddin, Personal Officer to Minister Ministry of Expatriates' Welfare & Overseas Employment.	Member

02. Terms and conditions:

- (a) The visit will commence from the date of departure & the team will stay 3 days in Singapore & 3 days in Malaysia.
- (b) The period of visit including transit will be treated as on duty.
- (c) They will draw their usual pay and allowances from Bangladesh in local currency.
- (d) All expenses regarding this visit will be borne from the budget of the Ministry of Expatriates' Welfare and Overseas Employment/BMET.
- (e) On return from abroad they will report to their place of posting and submit an Audit Inspection Report within 15 days.

03. Mr. Muzaffar Ahmed, Joint Secretary will be accompanied by his spouse Mrs. Habiba Ahmed (Passport no- BK 0920016) and his son Mr. Mubasshir Ahmed (Passport no. BX 0023903). All expenses regarding this visit will be borne by Mr. Muzaffar Ahmed.

04. This Government Order is issued with approval of the competent authority.


Fatema Jahan

Deputy Secretary

Phone: 41030241

Email: sasadmin@probashi.gov.bd

Distribution (Not according to seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.

4. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
5. H.E. High Commissioner, High Commission of the Peoples Republic of Bangladesh, Malaysia /Singapore.
6. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
7. Director General, Bureau of Manpower, Employment and Training, Dhaka.
8. Mr. Muzaffar Ahmed, Joint Secretary, Ministry Expatriates' Welfare and Overseas Employment.
9. Director General, Mission Audit Directed, Dhaka.
10. PS to Minister, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
11. Director General (Consular & Welfare), Ministry of Foreign Affairs.
(With request to issue Note Verbale/LOI for visa in favor of officers concerned)
12. Counsellor (Labour), High Commission of the Peoples Republic of Bangladesh, Malaysia /Singapore.
13. PS to Secretary, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
14. Chief Accounts Officer, Ministry of Expatriates' Welfare & Overseas Employment/BMET, Dhaka.
15. Accounts Officer, Ministry of Expatriates' Welfare and Overseas Employment.
16. Officer in Charge, Welfare Desk, Hazrat Shahjalal International Airport, Dhaka.
- ✓ 17. Assistant Programmer, Ministry of Expatriates' Welfare & Overseas Employment
(With requested to upload it in the Ministry's Website).
18. Mr. Dilip Kumar Roy, Assistant Director, Bureau of Manpower, Employment & Training.
19. Mr. Md. Kamal Uddin, Personal Officer to Minister, Ministry of Expatriates' Welfare & Overseas Employment, Dhaka.
20. P.O to the Additional Secretary (Admin & Finance), Ministry of Expatriates' Welfare & Overseas Employment.
21. Office Copy.