

Government of the People's Republic of Bangladesh
Ministry of Religious Affairs
Admin Section-1
Bangladesh Secretariat, Dhaka
www.mora.gov.bd

No : 16.00.0000.001.25.003.16-517

Dated : 20.04.2016

From : **Md. Abul Hasan**
Senior Assistant Secretary

To : **Chief Accounts Officer**
Ministry of Religious Affairs
CGA Building, Dhaka.

Sub : **Sanction of official visit of Bangladesh delegation headed by Mr. Md. Abdul Jalil, Secretary(In-charge), Ministry of Religious Affairs to the Kingdom of Saudi Arabia from 24/04/2016 to 01/05/2016 or the nearest possible date and time.**


Dear Sir,

The Government is pleased to sanction the following delegation to visit the Kingdom of Saudi Arabia for co-ordination in the e-hajj system introduced by the Royal Saudi Government and to ensure preparatory work regarding e-hajj system between the Kingdom of Saudi Arabia and Bangladesh. The delegation is expected to depart Dhaka on 24/04/2016 or the nearest date and return on 01/05/2016 or the nearest date as possible.

SL	Name and Designation	Official Address	Passport Number
01.	Md. Abdul Jalil Secretary (In-charge)	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka Bangladesh	DC 3003009
02.	Rasheda Khatun Spouse of Secretary (In-charge)	-	DC 6003011
03.	Mohammad Nazmul Hassan Assistant Programmer	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka Bangladesh	OC 7069400
04.	Md. Abu Sayed Personal Officer of Minister	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka Bangladesh	OC 6092218
05.	Md. Ibrahim Bahar President	Haj Agencies Association of Bangladesh (HAAB), Dhaka	BJ 0557881
06.	Sheikh Abdullah Secretary General	Haj Agencies Association of Bangladesh (HAAB), Dhaka	BK 0502688
07.	Jahidul Hasan Managing Director	Business Automation Limited, Dhaka.	AE 1666942
08.	Md. Kobir Al Mamun Project Co-ordinator	Business Automation Limited, Dhaka.	BH 0073302
09.	Mohammad Ashrafuzzaman Head of Application	Business Automation Limited, Dhaka.	AD 7057303
10.	Mohammad Sirajul Islam Executive	Business Automation Limited, Dhaka.	AB 5264275

(please turn over)

2. The terms and conditions are as follows:
- (i) The travel and transit period of the delegation (SI No: 1,3,4) will be treated as on official duty;
 - (ii) They (SI No: 1,3,4) will draw their pay and allowances in the local currency code 4801 (Travel Expense) of Haj related expenditure outside Bangladesh as per related rules.
 - (iii) Secretary (In-charge) will bear the respective expenditure of his spouse (SI No: 2).
 - (iv) Other (SI No: 5,6,7,8,9) members of the delegation will bear all expenses in their own account. No expenditure will be borne by Bangladesh Government.
3. This office order is issued with the prior approval of the competent authority.

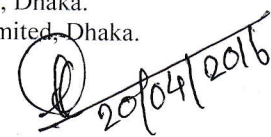

(Md. Abul Hasan)
Senior Assistant Secretary (Admin-1)
Phone : 9565019
Fax : 9512286
e-mail : moragovbd@gmail.com.

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Copy forwarded for kind information and necessary action to: (Not in order of Seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's office, Tejgaon, Dhaka.
3. Secretary, Prime Minister's office, Tejgaon, Dhaka.
4. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka (He is requested to issue a Note Verbale in this regard).
5. Md. Abdul Jalil, Secretary (In-charge), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
6. His Excellency The Ambassador, Embassy of the People's Republic of Bangladesh in Saudi Arabia.
7. His Excellency The Ambassador, Embassy of the Republic of Saudi Arabia in Dhaka.
8. Additional Secretary (Admin), Ministry of Religious Affairs, Dhaka.
9. Director General, Immigration and Passport, Agargaon, Dhaka.
10. Joint Secretary (Organization/Audit, Budget and Law/ Development/ Hajj), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
11. Consul General, Bangladesh Consulate General of Jeddah, Saudi Arabia.
12. Counselor (Hajj), Bangladesh Hajj Office, Jeddah, Saudi Arabia.
13. PS to Minister, Ministry of Religious Affairs, Dhaka.
14. Director, Hajj Office, Ashkona, Uttra, Dhaka (He is requested to supervise the protocol duty at present in the airport).
15. Director, Hazrat Shahjalal International Airport, Dhaka.
16. General Manager, Foreign Exchange Operations Division, Bangladesh Bank, Motijheel, Dhaka.
17. Private Secretary to the Secretary (In-charge), Ministry of Religious Affairs, Dhaka.
18. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
19. Mohammad Nazmul Hasan, Assistant Programmer, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka (He is requested to publish in the website of M/o Religious Affairs).
20. Md. Abu Sayed, Personal Officer of Minister, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
21. Hasibul Kabir, (01711082459) Accounts Manager, GP House, Baridhara, Bashundhara, Dhaka.
22. Md. Ibrahim Bahar, President, Haj Agencies Association of Bangladesh (HAAB), Dhaka
23. Sheikh Abdullah, Secretary General, Haj Agencies Association of Bangladesh (HAAB), Dhaka
24. Jahidul Hasan, Managing Director, Business Automation Limited, Dhaka.
25. Md. Kobir Al Mamun, Project Co-ordination, Business Automation Limited, Dhaka.
26. Mohammad Ashrafuzzaman, Head of Application, Business Automation Limited, Dhaka.
27. Mohammad Sirajul Islam, Executive, Business Automation Limited, Dhaka.


(Md. Abul Hasan)
Senior Assistant Secretary.