

**Replaced by the Same Memo No. and Date**  
Government of the People's Republic of Bangladesh  
Ministry of Religious Affairs  
Haj Section-1  
Bangladesh Secretariat, Dhaka  
[www.mora.gov.bd](http://www.mora.gov.bd)

No : 16.00.0000.003.18.013.15-180

Dated : 19 .01.2017

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

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

Subject: Sanction of official visit of Technical Team headed by Mr. Md. Abdul Jalil, Secretary, M/o Religious Affairs along with the Delegation Team in order to perform the bi-lateral agreement between Bangladesh and The Royal Kingdom of Saudi Arabia.

Dear Sir

The government is pleased to sanction the following Technical Team consisting of e-Hajj management experts along with the Delegation Team to visit the Saudi Arabia in order to perform the bi-lateral agreement between Bangladesh and The Royal Kingdom of Saudi Arabia for upcoming Hajj in 1438 Hijri/2017 A.D. The Technical Team is expected to depart Dhaka on 29/01/2017 or the nearest possible date and return on 04/02/2017 or the nearest possible date and time:

SL	Name and Designation	Official Address	Passport Number	Team Leader/Member
01.	Md Abdul Jalil Secretary	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka, Bangladesh	DC 3003009	Team Leader
02.	Md Hafiz Uddin Joint Secretary	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka, Bangladesh	OC 6051053	Member
03.	Md Golam Mowla Private Secretary to Secretary	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka, Bangladesh	OC 5060162	Member
04.	Jahidul Hasan Managing Director	Business Automation Ltd., Dhaka	AE 1666942	Member
05.	Mohammad Nazmul Hassan Assistant Programmer	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka, Bangladesh	OC 7069400	Member-Secretary

2. (i) Rasheda Khatun (Spouse of Secretary), Passport No. DC 6003011 (ii) Mujataba Rafid Rafa (Son of Secretary), Passport No. BK 0477428 and Nuzat Nawar Tofa (Doughter of Secretary), Passport No. BK 0477435 will be accompanied by Mr. Md Abdul Jalil, Secretary, Ministry of Religious Affairs.

3. Bi-Lateral agreement between Bangladesh and The Royal Kingdom of Soudi Arabia will be performed followed by other 5/6 agreements. So the travel time may be increased if necessary.

4. The terms and conditions are as follows:

- (i) The travelling and transit period of the Technical Team (S.L No: 1,2,3 and 5) will be treated as on official duty;
- (ii) They will draw their pay and other allowances in the local currency from code 4801 (Travel Expense of Hajj related expenditure outside Bangladesh) as per government rules;
- (iii) The expenditure of Jahidul Hasan, Managing Director (S.L No: 4) will be borne by his own account as per the respective agreement between Ministry of Religious Affairs and Business Automation Limited.

(please turn over)

(iv) Secretary will bear the respective expenditure of his spouse, son and daughter.

5. This government order (G.O) is issued with the prior approval of the competent authority.

 24/01/2017

(Md. Abul Hasan)  
Senior Assistant Secretary (Hajj-1)  
Phone : 9584322  
Fax : 9512286  
e-mail : morahajsection@gmail.com

No : 16.00.0000.003.18.013.15-180

Dated : 19 .01.2017

Copy forwarded for kind information and necessary action to: (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 Public Administration, Bangladesh Secretariat, Dhaka.
4. Senior Secretary, Prime Minister's office, Tejgaon, Dhaka.
5. Md. Abdul Jalil, Secretary, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
6. Secretary, Ministry of Foreign Affairs, Segun bagicha, Dhaka (**He is requested to issue a Note Verbale in this regard**).
7. His Excellency The Ambassador, Embassy of the People's Republic of Bangladesh in Saudi Arabia.
8. His Excellency The Ambassador, Embassy of the Kingdom of Saudi Arabia in Dhaka.
9. Director General, Immigration and Passport, Agargaon, Dhaka.
10. Joint Secretary (Admin & Hajj/ Organization/Audit, Budget and Law/ Development), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
11. Consul General, Bangladesh Consulate General of Jeddah, The kingdom of Saudi Arabia.
12. Counsellor (Hajj), Bangladesh Haj Office, Jeddah, kingdom 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 being present in the airport**).
15. Director, Hazrat Shahjalal International Airport, Dhaka.
16. Private Secretary to the Secretary, Ministry of Religious Affairs. Dhaka.
17. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
18. Mohammad Nazmul Hasan, Assistant Programmer, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka (**He is requested to publish this order in the website (www.mora.gov.bd)**).
19. Jahidul Hasan, Managing Director, Business Automation Limited, Karwan Bazar, Dhaka.

 24/01/2017

(Md. Abul Hasan)  
Senior Assistant Secretary.

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No : 16.00.0000.003.18.013.15-179

Dated : 19 .01.2017

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

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

**Subject:** Sanction of official visit of Delegation Team headed by Principal Matior Rahman, Hon'ble Minister, M/o Religious Affairs in order to perform the Bi-lateral agreement between Bangladesh and Royal Kingdom of Saudi Arabia.

Dear Sir

The government is pleased to sanction the following Delegation Team to visit the Saudi Arabia in order to perform the Bi-lateral agreement between Bangladesh and The Royal Kingdom of Saudi Arabia for upcoming Hajj in 1438 Hijri/2017 A.D. The Delegation Team is expected to depart Dhaka on 29/01/2017 or the nearest possible date and return on 04/02/2017 or the nearest possible date and time:

SL	Name and Designation	Official Address	Passport Number	Team Leader/Member
01.	Md Matior Rahman Hon'ble Minister	Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka	DC 5000969	Team Leader
02.	Md Abdul Jalil Secretary	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka .	DC 3003009	Member
03.	Md Hafiz Uddin Joint Secretary	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka .	OC 6051053	Member
04.	Dr. Md Abul Kalam Azad Private Secretary to Minister	Ministry of Religious Affairs Bangladesh Secretariat, Dhaka.	OC 0184652	Member
05.	Md Abu Sayed Personal Officer to Minister	Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka	OC 7185867	Member

Besides, His Excellency Ambassador of Riyadh, Consul General Jeddah, Counselor (Hajj) and Consul (Hajj) Bangladesh Hajj Office, Jeddah and Regional Manager, Biman Bangladesh Airlines Ltd., Jeddah will be included in delegation team as local representatives.

2. (i) Begum Nurunnahar (Spouse of Hon'ble Minister), Passport No. DC 8000982 (ii) Fatema Tuz Zohra (Daughter of Hon'ble Minister), Passport No. BN0005188 and A B M Aktaruzzaman (Personal Assistant to Hon'ble Minister), Passport No. OC 8196989 will be accompanied by Principal Matior Rahman, Hon'ble Minister, Ministry of Religious Affairs. Their expenditure will be borne by their own accounts.

3. Bi-lateral agreement between Bangladesh and The Royal Kingdom of Soudi Arabia will be performed followed by other 5/6 agreements. So the travel time may be increased if necessary.

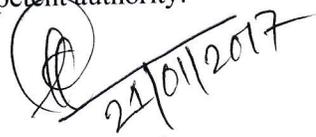
4. The terms and conditions are as follows:

- (i) The travelling and transit period of the delegation team will be treated as on official duty;
- (ii) The pay and allowlences of Hon'ble Minister (SL. No: 1) will be borne by the local currency from code 4800 ( Ministers Travel Expenditure).

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- (iii) They (SL. No. 2,3,4,5) will draw their pay and other allowances in the local currency from code 4800 (Travel Expense of Hajj related expenditure outside Bangladesh) as per related rules;

5. This government order (G.O) is issued with the prior approval of the competent authority.

  
(Md. Abul Hasan)  
Senior Assistant Secretary (Hajj-1)  
Phone : 9584322  
Fax : 9512286  
e-mail : morahajsection@gmail.com

No : 16.00.0000.003.18.013.15-179

Dated : 19 .01.2017

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1. Principal Mator Rahman, Hon'ble Minister, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
2. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
3. Principal Secretary, Prime Minister's office, Tejgaon, Dhaka.
4. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
5. Senior Secretary, Prime Minister's office, Tejgaon, Dhaka.
6. Md. Abdul Jalil, Secretary, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
7. Secretary, Ministry of Foreign Affairs, Segun bagicha, Dhaka (**He is requested to issue a Note Verbale in this regard**).
8. His Excellency The Ambassador, Embassy of the People's Republic of Bangladesh in Saudi Arabia.
9. His Excellency The Ambassador, Embassy of the Kingdom of Saudi Arabia in Dhaka.
10. Director General, Immigration and Passport, Agargaon, Dhaka.
11. Md. Hafiz Uddin, Joint Secretary (Admin & Hajj), Ministry of Religious Affairs.
12. Joint Secretary (Organization/Audit, Budget and Law/ Development), Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka.
13. Consul General, Bangladesh Consulate General of Jeddah, The kingdom of Saudi Arabia.
14. Counsellor (Hajj), Bangladesh Haj Office, Jeddah, Saudi Arabia.
15. Dr. Md. Abul Kalam Azad PS to Minister, Ministry of Religious Affairs, Dhaka.
16. Director, Hajj Office, Ashkona, Uttra, Dhaka (**He is requested to supervise the protocol duty being present in the airport**).
17. Director, Hazrat Shahjalal International Airport, Dhaka.
18. Private Secretary to the Secretary, Ministry of Religious Affairs, Dhaka.
19. Md. Abu Sayed, Personal Officer to Hon'ble Minister, Ministry of Religious Affairs.
20. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
21. Mohammad Nazmul Hasan, Assistant Programmer, Ministry of Religious Affairs, Bangladesh Secretariat, Dhaka (**He is requested to publish The order in the website (www.mora.gov.bd)**).
22. A B M Aktaruzzaman, Private Secretary to Minister, Ministry of Religious Affairs.

  
(Md. Abul Hasan)  
Senior Assistant Secretary.