

Government of the People's Republic of Bangladesh
Ministry of Home Affairs
Admin Section-1
www.moha.gov.bd

No: 44.00.0000.000.019.02.0005.25-653

Date: 20.07.2026

Notification

Until further orders, the following official has been posted to the Passport and Visa Wing of Embassy/High Commission/Consulate General of Bangladesh Missions abroad, enlisted in the organizational structure of the Ministry of Home Affairs as "Office Assistant Cum Computer Typist" for a period of 04 (four) years in the missions and countries stated against their names in complying with the following terms & conditions:

Sl	Name, Designation & Office Address	Name of the Mission	Remarks
01	Afsana Akter (Passport No. E00224170) Office Assistant Cum Computer Typist Ministry of Home Affairs, Dhaka.	Embassy of Bangladesh, Manama, Kingdom of Bahrain	
02	Jihad Mridha (Passport No. E00203303) Office Assistant Cum Computer Typist Ministry of Home Affairs, Dhaka.		

Terms & Conditions:

- The terms & conditions, salaries and allowances for the aforesaid post in the said missions shall be governed by the current public service rules;
 - Training, in regard to activities of the said post, organized by this division needs to be completed successfully;
 - The employee cannot take step in order to get permanent residence (PR) or any such facility in the country of the posted mission or in any other country by the employee or the employee's family members of him/her. Such activities will be regarded as "Misconduct" and action will be taken as per rules and regulations;
 - The duration of the posting in the said post will be 04 (four) years from the date of joining in the concerned Passport and Visa Wing, provided that the Posting Authority may modify this term;
- Subsequently, Instructions regarding the date of joining will be issued.
 - This order is issued with the approval of the competent authority.

gdl

Md. Tofayel Hossain
Deputy Secretary
Phone : +8802223354529
E-mail : admin1@moha.gov.bd

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Forwarded for information and taking necessary action (if applicable) (not by order of seniority) to:

- Senior Secretary, Ministry of Public Administration, Dhaka
- Foreign Secretary, Ministry of Foreign Affairs, Dhaka [Attention: DG (Consular), with a request to issue Note Verbale/Letter of Introduction]
- Secretary, Ministry of Finance, Dhaka
- H.E. Ambassador, Bangladesh Embassy, Manama, Kingdom of Bahrain (by diplomatic bag)
- Director General, Department of Immigration and Passports, Agargaon, Dhaka
- Additional Secretary (All), Ministry of Home Affairs, Dhaka
- Joint Secretary (Admin Section), Ministry of Home Affairs, Dhaka
- PS to Minister, Ministry of Home Affairs, Dhaka
- Deputy Secretary, Admin-2 & Budget-1, Ministry of Home Affairs, Dhaka
- Director, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka

Please turn over

11. PS to Senior Secretary, Ministry of Home Affairs, Dhaka
12. Director, Hazrat Shahjalal International Airport, Dhaka
13. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka
14. Deputy Secretary, Mission, Ministry of Home Affairs, Dhaka
15. First Secretary, Passport and Visa Wing, Embassy of Bangladesh, Manama, Kingdom of Bahrain
16. Chief Accounts and Finance Officer, Ministry of Home Affairs, Hishab Bhaban, Segunbagicha, Dhaka
17. Chief Accounts and Finance Officer, Ministry of Foreign Affairs, Hishab Bhaban, Segunbagicha, Dhaka
18. System Analyst, ICT Cell, Ministry of Home Affairs, Dhaka (for uploading the G.O. to www.moha.gov.bd)
19. Accounts Officer, Ministry of Home Affairs, Dhaka
20. Officer-in-Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka
21. PO to Additional Secretary (Admin & Finance & Immigration), Ministry of Home Affairs, Dhaka
22. Afsana Akter, Office Assistant Cum Computer Typist, Ministry of Home Affairs, Dhaka
23. Jihad Mridha, Office Assistant Cum Computer Typist, Ministry of Home Affairs, Dhaka.


Md. Tofayel Hossain
Deputy Secretary