Government of the People's Republic of Bangladesh
Ministry of Expatriate's Welfare & Overseas Employment
Probashi Kallan Bhaban, Eskaton Garden, Ramna, Dhaka-1000
Mission Section-2
www.probashi.gov.bd

No. 49.003.033.00.00.009.2022.737 Dated: 17 August 2026

Office Order

Following Steno Typist Cum Computer Operator & Computer Operator of The Ministry of Expatriate's Welfare and Overseas Employment are hereby posted/transferred to the positions of Steno Typist-cum-Computer Operator at the respective Labour welfare wings indicated against their names for a tenure of 4 (four) years effective from their date of joining subject to the conditions listed below and until further orders. Upon completion of this tenure, the said employees shall rejoin their respective posts in this Ministry.

No	Name & Designation	Posted/Appointed place of work
01	Mr. Ziaur Rahman Steno Typist Cum Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Bangladesh High Commission, Canberra, Australia
02	Ms. Rehana Pervin Steno Typist Cum Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Consulate General of Bangladesh, Milan, Italy.
03	Mr. Md. Rasel Babu, Steno Typist Cum Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Consulate General of Bangladesh, Dubai, UAE.
04	Mr. Md Tomiz Uddin Dalim Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Embassy of Bangladesh, Kuwait.
05	Mr. Md Furkan Hossain Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Consulate General of Bangladesh, Jeddah, KSA.
06	Mr. Md Shahadat Hossain Computer Operator Ministry of Expatriate's Welfare and Overseas Employment	Steno Typist Cum Computer Operator Labour Welfare Wing Consulate General of Bangladesh, Hong Kong

Terms & Conditions:

(i)	Salary	:	Own salary
(ii)	Foreign Allowance	:	Admissible by rules
(iii)	Travelling Allowance (Self, Spouse and Children)	:	Admissible by rules
(iv)	Transportation of private belongings	:	Admissible by rules
(v)	Medical Allowance (Self, Spouse and Children)	:	Admissible by rules
(vi)	Non-refundable Transfer Grants	:	Admissible by rules
(vii)	Accommodation of residence	:	Admissible by rules
(viii)	Education Allowance for Children	:	Admissible by rules
(ix)	Clothing Allowance	:	Admissible by rules
(x)	Tenure of Appointment	:	Four years from the date of joining the mission. The tenure of the appointment may be reduced or extended due to administrative reason.

02. Claims for the adjustment of advances drawn must be submitted to this Ministry within 12 months of joining the new place of posting/assignment.

03. This order is issued with the approval of the competent authority.

17.08.2026

Ashraf Ahmed Rasel
Deputy Secretary
Phone: 41030258
dsmission@probashi.gov.bd

Please Turn Off

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

1. Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Segun bagicha, Dhaka.
3. Director General, Department of Immigration and Passport, Agargaon, Dhaka (With a request to issue official passports to the officer with his family members).
4. H.E Ambassador/High Commissioner/Consul General/Embassy of Bangladesh/High Commission/ Consulate General, Australia/Milan, Italy/Dubai, UAE/Kuwait/Jeddah, Saudi Arabia/Hong Kong.
5. Joint Secretary (Administration Branch), Ministry of Expatriate's Welfare & Overseas Employment.
6. PS to Hon'ble Minister, Ministry of Expatriate's Welfare & Overseas Employment (For the kind information of Hon'ble Minister).
7. Counsellor(Labour),Embassy of Bangladesh/Consulate General/Kuwait/Jeddah, Saudi Arabia/Dubai, UAE.
8. PS to Hon'ble State Minister, Ministry of Expatriate's Welfare & Overseas Employment (For the kind information of Hon'ble State Minister).
9. First Secretary (Labour), Embassy of Bangladesh/ High Commission/Consulate General, Canberra, Australia/Hong Kong/Milan, Italy.
10. PS to secretary, Ministry of Expatriate's Welfare & Overseas Employment (For the kind information of Secretary).
11. Chief Accounts and Finance Officer, Ministry Foreign Affairs, 1st 12 tola office building (9th Floor), Segun bagicha, Dhaka.
12. Chief Accounts and Finance Officer, Ministry of Expatriate's Welfare & Overseas Employment, Segun bagicha.
13. Director, Hazrat Shahjalal International Airport Kurmi tola, Dhaka.
14. Deputy Director/Assistant Director, Secretariat Branch, Department of Immigration & Passports, Dhaka (including requests for the issuance of official passports in the names of the concerned officer and their family members).
15. System Analyst, Ministry of Expatriate's Welfare & Overseas Employment (with a request to publish this Order in the website).
16. Accounts Officer, Ministry of Expatriate's Welfare & Overseas Employment.
17. PO to Joint Secretary (Administration & Finance wing), Ministry of Expatriate's Welfare & Overseas Employment (for the kind information of Joint secretary).
18. PO to Joint secretary (Mission & Welfare wing), Ministry of Expatriate's Welfare & Overseas Employment (for the kind information of Joint secretary).
19. Mr. Ziarur Rahman, Steno Typist Cum Computer Operator, Ministry of Expatriate's Welfare & Overseas Employment.
20. Ms Rehana Pervin, Steno Typist Cum Computer Operator, Ministry of Expatriate's welfare & overseas Employment.
21. Mr. Md. Rasel Babu,Steno Typist Cum Computer Operator, Ministry of Expatriate's welfare & overseas Employment.
22. Mr. Md Tomiz Uddin Dalim, Computer Operator, Ministry of Expatriate's Welfare and Overseas Employment
23. Mr. Md Furkan Hossain, Computer Operator, Ministry of Expatriate's Welfare and Overseas Employment.
24. Mr. Md Shahadat Hossain, Computer Operator, Ministry of Expatriate's Welfare and Overseas Employment.
25. Office Copy.

17.08.2026
Ashraf Ahmed Rasel
Deputy Secretary