

Ref No: 14.34.0000.303.25.002.18. 4134

Date: 24/09/2023

## Office Order

**Subject: Permission for participation in SMW4 O&MSC meeting in Cairo, Egypt.**

Management of Bangladesh Submarine Cable Company Limited (BSCCL) is pleased to allow the following officer of BSCCL to attend **SMW4 O&MSC** meeting to be held during 9-12 October, 2023 (excluding travel time) in Cairo, Egypt.

Sl. No.	Name of the Participant	Designation	Duration
1	Mr. Suracit Barua	Deputy General Manager (Operation & Maintenance, Cox's Bazar LS), BSCCL.	9-12 October, 2023

The conditions of the above mentioned nomination are as follows:

- All the relevant cost of the participant will be borne by BSCCL and will be reimbursed by consortium for O&MSC meeting.
- The entire visit including travel time of the participant will be treated as on duty. No part of the salary will be paid in foreign currency.
- The participant is requested not to stay abroad beyond the allowable time.
- He is requested to submit a report to BSCCL on the outcome of the above-mentioned travel after return to the country.

This Office Order is issued with the approval of the Managing Director of BSCCL.

*Khondker Hayat Mahmud*  
24.09.2023

(Khondker Hayat Mahmud)  
Manager (HR&A)  
Phone (Office): 02226603312  
Email: manager.hra@bsccl.com

### **Distribution:**

- Secretary, Posts and Telecommunications Division and Chairman, BSCCL.
- Director General (Consular), Ministry of Foreign Affairs (MoFA), Dhaka (Requested to issue Letter of Introduction in favor of Mr. Suracit Barua)
- Director General, Passport and Immigration, Passport Office, Agargaon, Dhaka.
- Director, Immigration, Hazrat Shahjalal International Airport, Dhaka.
- Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
- All General Manager, BSCCL, Dhaka.
- Company Secretary, BSCCL.
- Mr. Suracit Barua, Deputy General Manager (Operation & Maintenance, Cox's Bazar LS), BSCCL.
- All Deputy General Manager, BSCCL.
- AM (ICT), BSCCL (Requested to publish the office order in the company website).
- PA to MD, BSCCL.
- Office Copy.



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*Handwritten notes:*  
SMW4 O&MSC  
28/9/2023  
28/9/23  
28/9/23  
28/9/23



4<sup>th</sup> September 2023

To: SMW4 O&MSC Members

Subject: Invitation to attend SMW4 O&MSC Meeting from 9 to 12 October 2023 in Cairo, Egypt.

Dear SMW4 O&MSC Members,

On behalf of Telecom Egypt, It's a pleasure to welcome you in Cairo to attend SMW4 O&MSC meeting.

Meeting Venue and Accommodation:

Sofitel Cairo El Gezira Hotel  
Address: 3 El Thawra Council St. Zamalek  
Sofitel Cairo El Gezira hotel - EGYPT  
Po Box 732 El Orman Giza 11518 CAIRO, EGYPT  
[www.sofitel-cairo-nile-elgezira.com](http://www.sofitel-cairo-nile-elgezira.com)



87 Smart Village, Km 28 Cairo Alexandria Desert Road, Giza 12577, Egypt

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#### Credit Cards

Major credit cards such as VISA/ Master /American Express are accepted in hotels and restaurants.

#### Currency

The local currency in Egypt is Egyptian pound (LE),  
USD 1.00 = LE 30

#### Travel Information

- **Visa:** you should check with your Travel Company or Local Egyptian Embassy /High Commission to see if a Visa is required.
- **Personalized Visa Application Letters:** should you require a personalized visa application letter, please respond immediately to [Radwa.Nagi@te.eg](mailto:Radwa.Nagi@te.eg) and Cc: [eman.mahammed@te.eg](mailto:eman.mahammed@te.eg) for the said letter providing Scanned copy of passport.

#### Weather

High Temperature: 30 ° C  
Low Temperature: 18 ° C

#### Contact

Should you need any clarifications or assistance at any time, please feel free to direct all queries to [Radwa.nagi@te.eg](mailto:Radwa.nagi@te.eg)  
Tel: + 202 31316129 or Mob: + 2 0100 66 36 518

Looking forward to welcoming you soon in Cairo, Egypt ...

Yours Truly,

Magda AbdelKader  
Senior Director, International Network and Global Project Management

B7 Smart Village, Km 28 Cairo Alexandria Desert Road, Giza 12577, Egypt