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Procedure of entry into Secretariat

Government has taken steps to streamline the procedure of entry into the Bangladesh Secretariat of different categories of visitors with immediate effect, says an official announcement on Friday, reports BSS.

Accordingly, visitors will henceforth, be allowed entry into the Secretariat only between 12 noon and 1 p.m. on all working days, except Fridays on the strength of permission slips issued by authorised officers of the Secretariat. There will be no visiting hours on Fridays.

An official circular addressed to all concerned in the various ministries/divisions has advised that the authorised officers while issuing the entry permission slips should invariably mention the detailed particulars of the intending visitors, including his/her name, father's name, occupation, address and purpose of visit to the Secretariat and should duly sign the slips with date and seal.

Exception to the above arrangement will be made only in the cases of the following categories of persons:

a) Officers of Government and semi-Government organisations located outside the Secretariat coming on official duties only.

b) Foreign diplomats.

c) Visitors with prior appointment with Honourable Ministers/State Ministers/Deputy Ministers/Secretaries Additional Secretaries Joint Secretaries Deputy Secretaries. Such appointments should be intimated to the O/C, visitors rooms well ahead of time.

d) Members of Parliament unaccompanied by others.

e) Messengers carrying mails for offices inside the Secretariat.

f) Persons invited to attend meetings or called for any interview inside the Secretariat subject to production of formal letters of invitation/cards for interview.

The circular explains that the streamlining of the procedure of entry into the Secretariat premises became necessary to correct the situation in which large number of visitors managed to get entry into the Secretariat everyday in the morning hours and distracted the attention of Ministers and officers from urgent and important work and hampered the smooth transaction of official business.