

Cabinet Division issues new travel protocol guidelines for ministers

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Cabinet Division

Government of the People's
Republic of Bangladesh

Dhaka: The Cabinet Division has issued 11 guidelines governing the official and personal travel protocol of ministers, state ministers, and deputy ministers, both within Bangladesh and abroad.

The instructions, signed by the Cabinet Secretary, were published on the division's official website on April 20.

Airport and departure protocol

For foreign trips, an additional secretary or joint secretary from the relevant ministry or division must be present at the airport during the departure and arrival of ministers and state ministers.

For domestic travel, private secretaries must be present during

departure from and return to Dhaka, based on the minister's preference.

District and upazila-level reception

At district headquarters, the deputy commissioner (DC) and superintendent of police (SP), along with the most senior local official of the concerned ministry or department, should ideally receive and see off ministers.

If the DC or SP is unavailable due to official tours, senior additional deputy commissioners or additional superintendents of police will fulfill the role. However, if a minister specifically requests their presence, the DC or SP must cancel their official schedule.

During visits to upazila headquarters, the upazila nirbahi officer (UNO), the assistant superintendent of police, and the most senior local official of the concerned ministry are expected to provide reception and farewell. DCs or SPs are not required to be present unless necessary.

Exemptions and special cases

The guidelines specify that DCs of Dhaka, Chattogram, Cox's Bazar, and Jessore, as well as SPs of Jessore and Cox's Bazar and Metropolitan Police Commissioners, are not required to be present at airports or railway stations unless strictly necessary.

If transit points in neighboring districts are used, appropriate representatives of the concerned DC must be present. Divisional commissioners may pay courtesy calls upon a minister's arrival if present at headquarters.

SPs are required to take necessary security measures upon receiving the travel schedule of a minister or state minister.

Rail travel and security

For rail travel, the Railway SP must notify all police stations along the relevant route. Inspectors or sub-inspectors must be present at boarding and disembarking stations. The Railway SP of Chattogram must be present during all ministerial arrivals and departures by rail in the city.

General provisions

Travel schedules must be sent to relevant officials promptly, and any

changes must be communicated without delay.

Existing protocol instructions will remain applicable even if ministers choose to stay at private residences instead of government facilities.

Offices of ministers, state ministers, and deputy ministers must specify whether a visit is official or personal, as transportation and accommodation arrangements will be made accordingly. Service fees will apply for personal visits.

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