

Substituted for the same memo number and date
Government of the People's Republic of Bangladesh
Ministry of Environment and Forests
Admin-2 Section
www.moef.gov.bd

No. 22.00.0000.052.25.002.17.393

Dated: 25.05.2017

From : Md. Mamunur Rashid
Deputy Secretary

To : Chief Accounts Officer
Ministry of Environment & Forests
Segun Baghicha, Dhaka, Bangladesh

Sub : Government order for participation in the Least Developed Countries Expert Group regional training workshop on National Adaptation Plans for Asia.

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of following officials to participate in the Least Developed Countries Expert Group regional training workshop on National Adaptation Plans for Asia to be held from 13-16 June, 2017 in Manila, Philippine.

Sl No.	Name and Designation
01	Ms. Shikha Sarker Deputy Secretary Ministry of Environment and Forests, Dhaka
02	Ms. Rokeya Begum Assistant Conservator of Forests Department of Forests, Agargaon, Dhaka

2. The terms and conditions of this order are as follows:

- i. They will be treated as on duty on this period;
- ii. They will draw their pay and allowances in local currency during the aforesaid period;
- iii. The relevant expenses in connections with this visit will be borne by the organizer. There will be no financial involvement of Bangladesh Government;
- iv. They will not stay abroad beyond the approved period (excluding travel time);
- vi. They will submit a report on the acquired experiences to this ministry after their return.

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


(Md. Mamunur Rashid)
Deputy Secretary
Phone: 88-02-9549072
email: admin2@moef.gov.bd

Copy for information and necessary action to (Not as per seniority):

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
2. H.E. High Commissioner of Philippines in Bangladesh, House No-2F, NE(D), Road-73(G), Gulshan-2, Dhaka-1212.
3. H.E. High Commissioner of Bangladesh in Philippines, 114 Benavidez Street, Makati City, Philippines.
4. Additional Secretary (All), Ministry of Environment & Forests, Dhaka.
5. Chief Conservator of Forest, Department of Forests, Agargaon, Dhaka.
6. Director General, Immigration and Passport, Dhaka.
7. Ms. Shikha Sarker, Deputy Sarker, Ministry of Environment and Forests, Dhaka.
8. Private Secretary to the Hon'ble Minister, Ministry of Environment & Forests, Dhaka.
9. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment & Forests, Dhaka.
10. Private Secretary to the Secretary, Ministry of Environment & Forests, Dhaka.
11. Programmer, Ministry of Environment & Forests, Dhaka (With request to publish in the website).
12. Ms. Rokeya Begum, Assistant Conservator of Forests, Department of Forests, Agargaon, Dhaka.