



No. 22.00.0000.052.25.005.24.171

Date: 07 March 2024

To: Chief Accounts and Finance Officer  
Ministry of Environment, Forest and Climate Change  
Segun Bagicha, Dhaka


The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for the following officer to attend the 'CTCN 23rd Advisory Board Meeting' scheduled to be held from **April 22 to 24, 2024** in **Copenhagen, Denmark**. This approval is granted in accordance with the terms and conditions outlined.

Sl No.	Name	Designation	Place of Posting
i	<b>Dr. Abdul Hamid</b>	Director General	Department of Environment, Dhaka

2. Terms and conditions:

- i. The Officer will start his journey for Denmark around 22 April 2024;
- ii. The period of this meeting and the time spent for travel and transit will be treated as on duty;
- iii. He will draw his pay and allowances in local currency;
- iv. Climate Technology Centre & Network (CTCN) Secretariat will bear all expenses for participation in the aforementioned meeting. If the funding body does not bear any part of the expenses of Dr. Abdul Hamid, Director General to the Government according to his entitlement, rest of the expenses will be borne by the Government of Bangladesh as per existing rules;
- v. He will not be allowed to stay abroad more than the approved duration of his stay;
- vi. He shall return to his workplace immediately upon returning from the meeting and
- vii. He will have to submit reports on the meeting to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after his return from the meeting.

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

  
07.03.2024

(Jesmin Nahar)

Deputy Secretary

Phone: 02-55100257

Email: [admin2@moef.gov.bd](mailto:admin2@moef.gov.bd)

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

**External**


01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Principal Secretary to the Honorable Prime Minister, Prime Minister's Office, Bangladesh.
03. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
04. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
05. H.E. Ambassador of Bangladesh to Denmark, Embassy of Bangladesh in Copenhagen, Denmark.
06. H.E. Ambassador of Denmark to Bangladesh, Embassy of Denmark in Dhaka, Bangladesh.
07. Director General (Consular), Ministry of Foreign Affairs, Dhaka (**with request to issue Note Verbale**).
08. Director General, Department of Environment, Dhaka.
09. Chairman, Bangladesh Forest Industries Development Corporation, Dhaka.
10. Managing Director, Bangladesh Climate Change Trust, Dhaka.
11. Chairman, Bangladesh Rubber Board, Chattogram.
12. Director, Bangladesh National Herbarium, Dhaka.
13. Chief Conservator of Forests (CC), Forest Department, Dhaka.
14. Director, Bangladesh Forest Research Institute, Chattogram.
15. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
16. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

**Internal**

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (**with request to upload the GO on the website**).

**Personal**

01. Dr. Abdul Hamid, Director General, Department of Environment, Dhaka.

  
07-03-2024  
(Jesmin Nahar)  
Deputy Secretary