



No. 22.00.0000.052.25.001.21.344

Date: 04.07.2023

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 and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer for attending a meeting titled "The 4th Environment and Climate Working Group Meeting" to be held at **Chennai in Tamil Nadu, India** from 26 to 27 July 2023 under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Md. Amirul Kyser	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start his journey for India on a convenient date near 26 July 2023;
- 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. **All expenditure related to the visit will be executed from the Travel Expense sector (Code No. 3244101) of the Ministry of Environment, Forest & Climate Change, Dhaka, Government of Bangladesh for the financial year 2023-24.**
- v. He will not be allowed to stay abroad more than the approved period;
- vi. He shall return to his respective workplace immediately after 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 returning from the meeting.

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


04.07.2023
(Jesmin Nahar)

Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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

External (Not in order of seniority)


01. Principal Secretary to the Honorable Prime Minister, Prime Minister's Office, Bangladesh.
02. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
03. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
04. H.E. High Commissioner of Bangladesh to India, High Commission of Bangladesh in India.
05. H.E. High Commissioner of India to Bangladesh, High Commission of India in Bangladesh.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note
07. Verbale).
Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Internal (Not in order of seniority)

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 Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with request to upload the GO on the website).
06. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.

Personal (Not in order of seniority)

01. Mr. Md. Amirul Kyser, Deputy Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.


04.07.2023
(Jesmin Nahar)

Senior Assistant Secretary