



No. 22.00.0000.052.25.003.22(1).254

Date: 07.05.2023

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 Government of the People's Republic of Bangladesh in favour of the following Officer for attending a workshop titled "Intergovernmental Consultations on Nature-Based Solutions: Second Set of Regional Consultations followed by Second Global Consultation" to be held from 09 to 13 October 2023 in **Nairobi, Kenya** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	<b>Nazma Ashrafi</b>	Senior Assistant Secretary	Ministry of Environment, Forest and Climate Change, Bangladesh.

2. Terms and conditions:
  - i. The Officer will start her journey for **Kenya** on a convenient date near 09 October 2023;
  - ii. The period of this workshop and the time spent for travel and transit will be treated as on duty;
  - iii. She will draw her pay and allowances in local currency; **There will be no financial involvement of Bangladesh Government;**
  - iv. United Nations Environment Program (UNEP) will bear all expenses of the aforesaid workshop;
  - v. She will not be allowed to stay abroad more than the approved period (except travel time);
  - vi. She shall return to her respective workplace immediately after returning from the workshop; and
  - vii. She will have to submit reports on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the workshop.
3. This order is issued with the approval of the competent authority.

07-05-2023

(Jesmin Nahar)

Senior Assistant 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. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. High Commissioner of Bangladesh to Kenya, Bangladesh High commission in Nairobi, Kenya.
04. Honorary Consul, Kenyan Honorary Consulate in Dhaka, Bangladesh.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with request to issue Note Verbale).**
06. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
07. 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 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).**

**Personal**

01. Ms. Nazma Ashrafi, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.



07.05.2023

(Jesmin Nahar)

Senior Assistant Secretary