



No. 22.00.0000.052.25.003.22(1).255

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 program titled "13th UNFCCC-GIR-CASTT Programme on Greenhouse Gases" to be held from 10 to 28 July 2023 in the **Republic of Korea** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Subarna Mosaraf	Assistant Director	Department of Environment, Headquarters

2. Terms and conditions:

- i. The Officer will start her journey for the **Republic of Korea** on a convenient date near 10 July 2023;
- ii. The period of this program 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. Greenhouse Gas Inventory and Research Center of Korea (GIR) and United Nations Convention on Climate Change (UNFCCC) will bear all expenses of the aforesaid program;
- 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 program; and
- vii. She will have to submit reports on the program to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her returning from the program.

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

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

External


01. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
02. H.E. Ambassador of Bangladesh to the Republic of Korea, Embassy of Bangladesh in the Republic of Korea.
03. H.E. Ambassador of the Republic of Korea to Bangladesh, Embassy of the Republic of Korea in Bangladesh.
04. Director General, Department of Environment, Dhaka.
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. Subarna Mosaraf, Assistant Director, Department of Environment, Headquarters, Dhaka.


07.05.2023
(Jesmin Nahar)

Senior Assistant Secretary