



No. 22.00.0000.052.25.003.22(1).276

Date: 16.05.2023

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

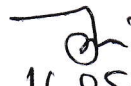
The undersigned is directed to convey the approval of Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following officer for attending the "Regional Training Workshop on Climate Adaptation Tools" to be held at **Bangkok, Thailand** from **29.05.2023** to **31.05.2023** under the terms and conditions described in paragraph-2.

Sl No.	Name	Designation	Place of Posting
i.	Hillol Biswas	Director (Deputy Secretary)	Department of Environment, Chattogram Metro.

2. Terms and conditions:

- i. The Officer will start his journey for **Thailand** on a convenient date near to 29 May 2023;
- ii. The period of this workshop 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; **there will be no financial involvement of Bangladesh Government;**
- iv. Asian Institute of Technology (AIT) will bear all expenses of the aforesaid workshop;
- v. He will not be allowed to stay abroad more than the approved period (excluding travel time);
- vi. He shall return to his respective workplace immediately after returning from the workshop; and
- vii. He will have to submit a report on the workshop to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within five days after his return from the workshop;

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

  
16.05.2023

(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. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
04. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in 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. Mr. Hillol Biswas, Director (Deputy Secretary), Department of Environment, Chattogram Metro.

  
16.05.2023

(Jesmin Nahar)

Senior Assistant Secretary