



No. 22.00.0000.052.25.003.22(1).274

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 a workshop titled "The Regional Face Hydrological Status and Outlook System (HydroSOS)- Bangladesh and Nepal (BaNe) Project Preparation Workshop" to be held from 07 to 08 June 2023 in **Phuket, Thailand** under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Dr. Munira Sultana	Joint Secretary	Ministry of Environment, Forest and Climate Change, Dhaka.

2. Terms and conditions:

- i. The Officer will start her journey for **Thailand** on a convenient date near 07 June 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. World Meteorological Organization (WMO) will bear all expenses of **Dr. Munira Sultana** for 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 return from the workshop.
- viii. Dr. Munira Sultana's daughter, Riana Rimjhim Chowdhury, will accompany her during the journey, and Dr. Munira will personally assume all responsibility for her daughter's expenses.

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

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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. Mr. Md. Azizur Rahman, Director (Current Charge), Bangladesh Meteorological Department, Dhaka.
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. 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. Dr. Munira Sultana, Joint Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.


16.05.2023
(Jesmin Nahar)

Senior Assistant Secretary